

Coordinator, Development & Administrative

Revenue Development | Location: Toronto



The Role:

This is an exciting opportunity for an organized, proactive and enthusiastic entry level Coordinator, Development and Administrative to join the growing development team at Arthritis Society Canada. This new role comes at an important moment for the organization as we launch the Arthritis Action Plan - a collective vision for arthritis in Canada - and develop our next strategic plan.

Reporting to the Chief Development and Marketing Officer (CDMO), this role supports the CDMO and the senior fundraising team and plays an important part in keeping the department running smoothly. It combines administrative coordination, donor support, and team wide fundraising assistance to ensure a high standard of organization, responsiveness and donor experience.

This role is ideal for someone who is interested in building a career in fundraising and wants the opportunity to learn from experienced fundraising leaders while being involved at the ground level during an exciting period of growth and momentum for the organization. The successful candidate will gain exposure to major gifts fundraising, donor stewardship, and the early planning stages of a future capital campaign while helping to strengthen the systems and coordination that support our work.



What We Do:

Arthritis Society Canada is on a mission to fight the fire of arthritis with the fire of research, innovation, advocacy and information and support. That's because arthritis robs six million Canadians of their mobility, mental and physical well-being, and in some cases, their livelihood. It is Canada's most common chronic condition, and there is no cure.



Why Join Us:

A career with us is more than just a job. It's an opportunity to use your talents to push back against the devastation of arthritis. Fighting the fire of arthritis gives meaning to our work, incites collective action and drives us to excellence in all we do. Our bold and ambitious strategic plan, Accelerating Impact, is propelling our work to create transformational change. We are a united, transformative and impactful culture, and we will empower you to be successful in your role and build your career. We are honored to be 3-time Canada's Most Admired™ Corporate Cultures award winners, and proud to be accredited under Imagine Canada's Standards Program.



Our Revenue Development Team:

Our revenue development team is made up of talented fundraising professionals across Canada, in the areas of major giving, planned giving, events and direct response, who work closely with our community of generous loyal donors to turn shared visions, passions and interests into meaningful impact in fighting the fire of arthritis. We are a

nationwide charity with local impact, and the donations from these individuals makes a difference for people living with arthritis in every province.



Key Accountabilities:

1. Administrative Support for CDMO and Vice Presidents

- Manage the CDMO's calendar, travel, and meeting schedule.
- Provide select administrative support to three Vice Presidents (VP), in the areas of Fundraising and Marketing & Communications, including expense reporting and scheduling major internal and external meetings.
- Coordinate agendas for bi-weekly VP meetings, monthly full team meetings, and quarterly National Council meetings of the Board.
- Maintain organized records, correspondence, and meeting notes.

2. Fundraising Support for CDMO

- Support the CDMO's donor portfolio (20-30 prospects/donors) with CRM data entry, proposals, and internal coordination.
- Assist with donor communications, stewardship, and meeting preparation.
- Provide support as the CDMO develops the organization's first capital campaign, including research, documentation, and tracking.
- Help track fundraising progress and follow up on action items to ensure donor relationships are maintained.

3. Support for Senior Fundraisers

- Provide broader support across the senior fundraising team, as needed.
- Assist with CRM updates, other data entry, meeting preparation, and committee materials.
- Assist with the planning and execution of donor events.



Qualifications, Experience & Skills:

- 1–2 years of administrative or fundraising support experience (non-profit experience preferred).
- Exceptional organization, prioritization, and time-management skills.
- Strong attention to detail and follow-through in a fast-paced environment.
- Clear, professional written and verbal communication skills. French language skills an asset.
- Demonstrated discretion and judgment when handling confidential and sensitive information.
- Familiarity with CRM software (Salesforce, Raiser's Edge, or similar) and Microsoft Office suite.
- Ability to work with data, tracking activity, and supporting fundraising reporting and forecasting.
- Strong interpersonal skills, professional maturity, and ability to work effectively with senior leaders, donors, volunteers, and colleagues.
- Proactive, solution-oriented mindset with the ability to anticipate needs and take initiative.



Working Conditions:

This position is designated to our Toronto office in a hybrid model. This means you will work at least two days a week from our Toronto office and the rest of the days remotely/from home. The exact days you are required to work from our office will be determined by your supervisor. This will include in-person meetings, events, retreats and other opportunities to connect and collaborate.



Some Highlights of What we Offer:

- **Performance Rewards:** Pay for performance incentive program.
- **Health & Wellness:** Extended healthcare benefits (including dental, vision, prescription drugs & disability coverage), choice of healthcare spending account and/or healthy living account, virtual 24/7 healthcare access & discounted fitness membership.
- **Time-Away Programs:** Vacation (at least 3 weeks), personal days, holiday closure & summer hours.
- **Ways of Working:** Working with us doesn't have to mean working in an office to have an impact. Our dedication to enabling you to flourish means that you can have choice and flexibility in where you work and live, subject to the needs of your role, the people you serve and our requirements. We have a hybrid working model, with home and office-based options available. We will always list a primary location which will be where you go for in-person teamwork.
- **Retirement Planning:** DCPPI whereby you contribute 4% of earnings & we match this with 5%, and a convenient reduced-fees Group RRSP scheme.

The salary range for this position is \$41,925 - \$48,750 per annum, commensurate on skills and experience.



Apply Now:

This job posting is for an existing vacancy. If you are interested in, and qualified for, this exciting opportunity, please submit a cover letter and resume to hr@arthritis.ca by 5pm EDT March 27, 2026. As an innovative organization that embraces technology to enable smarter ways of working, we may leverage AI in certain early stages of our applicant screening process, however all final selection decisions are made by our hiring team. We thank all applicants for their expression of interest, however only those selected for an interview will be contacted.

Interested in a different role or know someone that would be a great fit for our team? We are creating an organization that is an exceptional place to work and volunteer. You are encouraged to visit our official careers site at www.arthritis.ca/careers where you can view all our current job opportunities across Canada, and learn more about why you should join our team to help extinguish arthritis for good!