



Job Posting: Coordinator, Fundraising

As part of our commitment to values of anti-oppression, and advancing equity and inclusion in the Canadian media industry and arts community, this position prioritizes Regent Park residents and applicants who identify as Black, Indigenous, a Person of Color, queer, trans, non-binary, a woman, a person with a disability or a combination of these identities. We encourage you to self-identify in your application.

About Regent Park Film Festival (RPFF)

Regent Park Film Festival (RPFF) is an award-winning, community-based, non-profit organization, and Toronto's longest-running, free community film festival.

RPFF's mission is two-fold: to amplify and center marginalized communities and their stories, providing a platform for the work of emerging and established artists, while opening up access to the film and television industry; and to ensure art is free and accessible to everyone, regardless of financial status.

Showcasing local and international works from and about Black, Indigenous and People of Colour (BIPOC) communities, RPFF presents films of all genres that resonate with and relate to the diverse lived experiences of BIPOC communities: films that provide opportunity for in-depth, nuanced discussions, as well as uplifting and joyful films which have a significant impact on a community's growth and prosperity.

In addition to its annual film festival in November, RPFF presents an annual summer film series called Under the Stars; year-round screenings, filmmaking workshops and panels; paid industry internships; and its annual School Program which curates film programmes and lesson plans for local schools.

RPFF's foundational work is in removing barriers: to telling your story and expressing your creativity through a visual medium; to establishing a career in the media industry in front of and behind the scenes; and to experiencing art that can change the way you see yourself and your community.

Founded in 2003 when Regent Park was Canada's oldest public housing neighbourhood, RPFF has remained true to its mission to make art, creativity, and storytelling accessible to everyone, regardless of financial status. While the neighbourhood has evolved and margins are shifting, RPFF works within this dynamism to honour its history and the communities it has collaborated with throughout the years.

About the Position

To achieve its mission to offer free and accessible programming year-round, RPFF relies on the generous support of its community: 95% of RPFF's income is achieved through fundraising. As RPFF seeks to expand its programming and impact, executing a robust annual fundraising campaign is vital. Working closely with the Executive Director, the Coordinator, Fundraising will be involved in all aspects of the organization's fundraising work, including research, cultivation, solicitation and stewardship of government funders, corporate sponsors, foundations, and individual donors.

- **Job Type:** Full-time, one-year contract with opportunity to renew (averaging 40 hours/week, including occasional evenings and weekends)
- **Compensation:** \$44,000 + benefits including health and dental insurance, and annual professional development funds
- **Place of work:** RPFF office and remote work at home
- **Reports to:** Executive Director
- **Anticipated Start Date:** March 18, 2024 (flexible depending on availability)

About the Role

Communications & Creative Design (50%)

- With Executive Director and Marketing colleagues, design, develop and oversee the creative direction of fundraising campaigns (appeal letters and emails, digital and print collateral, social storytelling, website updates) including content curation, copywriting, and copy editing
- Coordinate and develop funding proposals and impact reports for a variety of funders and external stakeholders
- Assist Executive Director in writing government and foundation grant applications, creating and/or collating required materials

Administration & Stewardship (50%)

- Establish and maintain ongoing relationships with, and outreach to, current, lapsed and prospective supporters, sponsors, donors, and Board volunteers, as well as community members by:
 - coordinating, scheduling and attending donor meetings
 - responding promptly and professionally to all inquiries and stewardship

needs; main contact for supporter enquiries via telephone and e-mail

- sending invitations and thank you letters
- assist in planning and coordination of funder/donor experiences
- participating in guest relations duties during RPFF programming
- representing RPFF at relevant meetings and events
- Conducting donor/funder research and prospecting
- Ensure timely and accurate maintenance and tracking of all gift, solicitation and donor information in Keela (CRM) database including tracking and fulfillment of pledges, donor recognition activities, tax receipting and timely acknowledgement
- Maintain and monitor fundraising and programming metrics for impact reporting and donor prospecting purposes
- Adhere to critical path and administrative processes (data management, contact management, approvals, project tracking, reporting, contracts, payments, invoices)
- Assist the Executive Director and Board Fundraising Committee in the development and implementation of cultivation, solicitation and stewardship strategies
- Maintain a thorough and accurate understanding of the RPFF's strategic objectives, programs, and funding priorities to effectively connect supporters to funding

Other duties as assigned

Key Skills and Experience

- Education and/or experience in fundraising and non-profit environment
- Strong copy-writing, copy-editing and creative design skills; demonstrated experience producing fundraising appeals, print and digital collateral in support of campaign activities, and donor stewardship communications
- Proficient user of existing and emerging new social media tools
- Excellent relationship management and interpersonal skills, with an ability to represent RPFF externally in a tactful, diplomatic and professional manner
- Superior attention to detail, demonstrating a high level of accuracy, consistency, and diligence
- Exemplary written and verbal communication skills, with an ability to communicate messages in a professional and engaging manner.



- Strong personal management skills, including organization, time management and prioritization skills
- Demonstrated ability to work independently, take initiative and follow through, with a solutions-oriented mindset
- Patient, positive, and works well on a team in a hybrid work environment, including staff, volunteers, and board members
- Standard computer skills, including experience with Google Workplace
- Strong understanding of equity, anti-oppression and anti-racism and applying these concepts and working in a diverse environment
- Understanding of Regent Park's communities and context

Nice to Have

- Understanding of the Canadian film industry, Toronto arts and culture environment, and arts administration
- Experience in directly soliciting gifts and conducting donor meetings
- Experience with fundraising CRMs and project management platforms (e.g., Asana).
- Experience in event coordination or management
- Experience managing expense budgets and working with external vendors and services to support fundraising programs.
- An appreciation for the intersections of community building and professional arts

How To Apply

Attach your cover letter and resume as **one document** titled "FirstName LastName - Coordinator, Fundraising" in an email to **jobs@rpff.ca**.

Please include in the subject line: **ATTN: Hiring Committee – Coordinator, Fundraising**

If you require accommodation at any stage of the hiring process, please let us know.

Deadline: Friday, February 9 at 11:59pm. Interviews will take place over video chat on a rolling basis, but all applicants will be considered until the deadline.

Only applicants selected for interviews will be contacted.