Career Opportunity (October, 2026)
Development Coordinator
Full Time, Permanent Position
Remote [based in North & Eastern Ontario- Peterborough through Ottawa corridor], Will be required to travel regularly within Ontario

About JA Canada

At Junior Achievement (JA) Canada, we are expanding our national Resource Development team and looking for a personable, growth-oriented Development Coordinator to support fundraising and donor stewardship across JA's Nationally Managed Territories (NMTs). This is a new position with a clear path toward expanded, manager-level responsibility as the portfolio grows.

JA Canada serves as the national headquarters for Junior Achievement in Canada. As a member of JA Worldwide, JA Canada has partnered with the Canadian education system and volunteers since 1955 to deliver financial health, work readiness, and entrepreneurship programs. All JA programs are designed to inspire and prepare youth to succeed in the global economy. Through a network of 15 regional offices nationwide, and employing best in class digital learning management systems and platforms, JA Canada delivers over 530,000 student learning experiences annually.

Canadian Business Hall of Fame: our national signature fundraising event.

Nationally Managed Territories: JA Saskatchewan, JA Ottawa, JA North Territories, and JA Northern & Eastern Ontario.

About the Role

The Development Coordinator will support the Director, Business Development & Sponsorships to manage fundraising, investment/sponsorship, and donor relationships, with a special focus on generating revenue and managing annual contributions for JA nationally managed territories, and annual event sponsorship . This role blends behind-the-scenes pipeline management with front-facing community engagement, including the following key areas of responsibility:

1. **Support National Business Development Research & Proposal Development**
2. **Lead Regional Business Development & Prospecting**
3. **Donor Stewardship & Relationship Management**
4. **Canadian Business Hall of Fame & Signature Event Sponsorship**
5. **Pipeline Admin, Project Management, Internal Reporting & Team Support**

About the Resource Development Team:

- JA Canada's national resource development team develops partnerships, secures funding from a variety of sources: corporations and foundations, individuals and community associations, and executes fundraising events. The team leads fundraising and donor stewardship on behalf of four nationally managed territories.

- The new Development Coordinator joins a team comprised of a Chief Development Officer, Director of Business Development & Sponsorships, Director of Partnerships, and a Manager, Partnerships.
- The Development Coordinator will report to the Director of Business Development & Sponsorships, who leads all fundraising and investment/sponsorship activity for the NMTs, as well as select national initiatives and the Canadian Business Hall of Fame.
- This role works closely with NMT regional leads, JA Canada's Marketing team, and the Finance team to ensure a seamless donor experience from first contact through renewal.

Experience and Qualifications

- Minimum 1 year of internship and/or professional experience in a related area (e.g., account coordination, corporate partnerships, sales, sponsorship, or non-profit fundraising)
- Full G Driver's License, access to a vehicle for which you will be reimbursed for mileage, comfort traveling distances within Eastern and Northern Ontario
- Requires proficiency and strength with the following tools
    - Microsoft Suite (specifically PowerPoint skill)
    - Excel expertise (including sophisticated functions + pivot tables)
    - Canva
    - Generative Ai + LLM Ai tools
- Experience working with the following systems/ software, an asset:
    - CRM software (e.g. Salesforce)
    - Project management tools (e.g. Asana)
    - Event management platforms (e.g. Pheedloop)
    - Online giving and/or donation platforms (Benevity, Canada Helps, etc.)
- Strong communication skills: excellent professional writing and formatting skills, discernment and judgement, confident public speaking and presentation skills; comfortable engaging with diverse community and business audiences as a JA ambassador
- Highly organized and accountable, detail oriented and able to independently manage competing priorities. Ability to plan and structure one's own work streams to meet deadlines with quality output
- Takes initiative to advance departmental goals and objectives, identifying opportunities for process improvement, and contributing innovative solutions that drive organizational success

Detailed Duties and Responsibilities:

1. **Support National Business Development Research & Proposal Development**
   Support the Director, Business Development & Sponsorship to qualify and advance prospects and contribute to national proposals. *[Time allocation: 10%]*

- Conduct prospect research using tools such as LinkedIn Sales Navigator, foundation/corporation/government websites, and local networks to identify new business development & sponsorship opportunities
- Source and organize prospect clearance inputs and donor history across the JA network to avoid conflicts and duplication
- Support the Director in leading discovery conversations with prospective national or multi-market corporate, foundation, and community partners

- Assist with proposal writing, design, and impact framing. Support proposals with research and source inputs from cross functional teams/ network stakeholders
- Engage cross functional teams when briefing new confirmed partnerships to ensure knowledge transfer and support codification of deliverables

2. Lead Regional Business Development & Prospecting

Lead the identification, qualification, and cultivation of new and existing corporate, foundation, and community investment/sponsorship opportunities across JA Nationally Managed Territories (NMTs). [Time allocation: 40%]

- Engage with NMT regional teams to identify, receive referrals, advance prospects and position JA as a charity of choice
- Represent JA at community events, business chambers, Rotary Clubs, Lions Clubs, and similar organizations to build regional visibility and generate engagement
- Strengthen pathways for NMT/regional general and employee/volunteer giving
- Support development of standardized proposal templates and pitch materials that can be adapted across the NMTs, and shared with JA Charters, as applicable
- With oversight of the Director, develop proposals and write grants customized to each NMT's regional context and needs
- Manage and update the research library and 'case to support'/needs assessment components specific to NMT opportunities
- Track and log all prospect and partner information/deliverables and updates shared by NMT leads, ensuring accuracy across Asana and Salesforce

3. Donor Stewardship & Relationship Management

Independently steward annual NMT donors/investors. Support the Director to manage top tier relationships, monitor deliverables, reporting and renewal. [Time allocation: 30%]

- Lead stewardship communications (thank-you letters, check-in calls, annual update emails) directly with NMT contributors and general donors
- Coordinate, participate in, and document minutes from partner onboarding, planning meetings and regular reviews with NMT donors and investors
- Support the Director in preparing stewardship materials for larger accounts, including partnership action plans & investment summaries
- Codify, monitor, collect and organize program delivery data, learner experience (LX) counts, and outcome stories to support donor reporting
- Collaborate with marketing colleagues to develop, execute and monitor partner recognition & communications
- Develop materials to support corporate and community volunteer engagement, communicating directly with interested volunteers
- Help analyze and package measured learning outcomes and survey results for inclusion in donor reports
- Prepare impact reports reflecting actuals vs. targets, stories, and photos
- Support and track renewal conversations and timelines

4. **Support Signature Event Sponsorship**
   [Time allocation: 10%]

- Support development of Canadian Business Hall of Fame & signature event sponsorship packages.
- Assist Director with processing platform sponsorship transactions
- Collaborate with Director and Manager of Events on guest management
- Attend and support execution & stakeholder relations at annual signature events

5. Pipeline Admin, Project Management, Internal Reporting & Team Support

Maintain accurate, up-to-date NMT pipeline records across Asana and Salesforce, and provide department administrative support. [Time allocation: 10%]

- Process all general donations and maintain JA's national and NMT online giving platforms
- Convert pledged prospects into dedicated Closed Won accounts, including agreements, deliverables, and reporting tasks
- Maintain and reconcile Asana & Salesforce for all NMT opportunities & deliverables
- Support monthly pipeline reviews and quarterly audits of Asana and Salesforce data
- Process general donations and maintain JA Canada's online giving platforms for NMT-related contributions
- Coordinate with Finance on financial reconciliation, tax receipting, and accounts receivable for NMT donors
- Support the Director, and CDO with calendar management, meeting preparation, and documentation for NMT-related initiatives
- Maintain N-Drive department files and records

The salary range for this position is $45,000 - $65,000 per year. JA Canada is committed to fair and equitable compensation. Placement within the salary range will depend on the successful candidate's experience, qualifications, and demonstrated competencies relevant to the role.

Application Process

Interested candidates are invited to submit their resume with a cover letter that highlights alignment to the position qualifications to Opportunities@cenera.ca. Please list "Development Coordinator" as the subject.

As part of JA Canada's recruitment process, shortlisted applicants may be contacted by Cenera, an external recruitment partner working on behalf of JA Canada. Cenera may contact shortlisted applicants to coordinate next steps, gather additional information, and otherwise support the recruitment and selection process.

JA Canada Commitment to EDI&A:
JA Canada is committed to an equitable, diverse, inclusive and accessible environment where differences are valued and respected in all areas of our business. We welcome and encourage applications from people of all backgrounds and abilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. JA Canada will not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex (including pregnancy and gender identity), sexual orientation, disability, age (18 and over), record of offenses for which a pardon has been granted, marital status (including same sex partners), family status (being in a parent-child relationship), or any other grounds prohibited by the Canadian Human Rights Code.

Hiring Process:

- We thank all candidates for their interest in advance. Based on anticipated volume of applicants, we will only respond to successful applications.
- A short list of successful applicants will have an initial screening survey or interview.
- A formal interview will be conducted by two members of the Resource Development Department and an HR representative.
- Applicants may be requested to provide a work sample or to complete a short work-related exercise.
- An offer of employment with JA Canada is conditional upon the successful completion of a background verification check, subject to applicable laws and regulations.