



Amici Children's
Camp
Charity

Job Posting: Development Coordinator

Amici Children's Camp Charity

Status: Full-time, permanent

Reports to: Director, Fundraising and Communications

Location: Hybrid model including working from home and in Amici's Toronto office (3 days per week)

Effective: July 14, 2025

Salary Range: \$48,000 - \$52,000

The opportunity: If you are looking to change young lives and be a part of the camp community, Amici ("A-MEE-Key") offers an opportunity to make your mark by joining the team as our new Development Coordinator. Amici Children's Camp Charity ("Amici") is guided by a mission to give children and youth in financial need the chance to discover their full potential through multi-year access to the unique environment of summer overnight camp. Amici's mission is supported by generous donors, including partner camps, individuals, corporations and foundations. Amici is a dynamic place to work with an engaged Board of Directors, enthusiastic staff and dedicated volunteers ready to help where they can to impact the lives of appreciative campers and families.

The Organization: Established in 1966 as a non-profit charity, Amici changes young lives by sending children and youth in financial need to 48 Ontario Camps Association accredited partner summer camps – for as many years as the camper is eligible. In 2024, Amici partner camps, supporters and volunteers sent 311 children and youth to camp, for a total of 657 weeks of programming. The need for camp has never been greater, as the rates of anxiety, depression and social media usage skyrocket in today's youth. Amici has a strong track record of collaboration and creating life-changing experiences through the power of summer camp. To learn more, please visit: www.amicicharity.org.

Position Profile: The Development Coordinator will be a part of a dynamic fundraising team, led by the Director of Fundraising and Communications, which collaborates to raise critical funds to support Amici's mission. The Development Coordinator will advance Amici's mission

through the development, delivery and progress of Amici's fundraising events, as well as overseeing the data management and administration of the fundraising team. The position works collaboratively with Amici's donors, volunteers, community event organizers and staff team.

Key Responsibilities:

Special Events

- Lead the planning of Amici's annual signature event, *Canoe Heads for Kids*.
- Lead all other special events as required - i.e. community events, and manage the development of strategies that will lead to increased revenues.
- Attend community and special events as necessary to oversee activities and ensure logistics are handled as arranged.
- Liaise with Amici's Young Professional's Council, overseeing their event preparation, management and execution.

Stewardship and Administration

- Lead Amici's gift processing, ensuring donors receive timely correspondence, including tax receipts and thank you letters, and ensuring the integrity of Amici's data management.
- Implement stewardship and recognition strategies ensuring all donors receive correspondence, reports and updates in a timely manner for all fundraising programs.
- Assist with grant applications, reports, and proposals.
- Assist with monthly bank reconciliation and ensure donation records are accurate and organized.
- Recommend ongoing improvements to processes to increase efficiencies.
- Perform other general administrative duties as assigned.

Communications

- Lead Amici's Social Media strategy, and execute key messaging, appeals and updates across all social media platforms.
- Design graphics using Canva for social media posts across all social media platforms.
- Contribute, as assigned, to content for Amici's website, e-communications, Gratitude Report and digital appeals.
- Ensure communications and activities support Amici's strategy and are consistent with its vision, mission and brand.

Other duties and responsibilities to be determined from time to time, as discussed in advance with the Director.

Qualifications:

- 1+ years experience in fundraising, sales and/or marketing.
- Collaborative team player.
- Excellent verbal and written communications.
- Ability to be resourceful, flexible and successful in a fast-paced working environment.
- Strong organizational and analytical skills. Evidence of initiative, adaptability, sound judgment, tact, diplomacy, strong sense of ownership, collaboration, attention to detail and creativity. Discreet with confidential donor information.
- Proficient use of Google Suite (Docs, Spreadsheets, Drive) and/or Microsoft Office (Word, Excel, PowerPoint, Publisher) and Social Media (Facebook, Twitter, Instagram, LinkedIn, Canva).
- Post-secondary degree/diploma or equivalent experience.
- Experience with fundraising software (i.e. DonorPerfect and Raisin) and prospecting research tools (i.e. iWave) are an asset, or the ability to learn new technology based interfaces.
- Ability to support event execution, some lifting and carrying to and from events is required.
- Event planning experience is an asset.
- Driver's license and access to a vehicle are assets.

Other Requirements:

- **An understanding and passion for the power of summer camp!**
- The position involves some evening and weekend commitments, including but not limited to, Canoe Heads for Kids lead up activities and event day, Young Professionals Council (YPC) and special events.

Amici Children's Camp Charity is committed to a culture of Equity, Diversity and Inclusion. We know we are able to best provide children from a number of varying backgrounds and lived experiences with an inclusive camping experience when we have a diverse team of employees. Beyond being an equal-opportunity employer in accordance with the Ontario Employment Standards Act, and Accessibility for Ontarians with Disabilities Act, we strive to provide our employees with a working experience free of discrimination, harassment and barriers.

We encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Métis and Inuit Peoples in Canada, racialized people, Black people, persons with disabilities, women and 2SLGBTQ+ people. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada.

Amici is happy to provide an equitable opportunity to apply to work with us, and to provide accommodations at all stages of the selection process. To request accommodation, please email judy@amicicharity.org.

Application: To apply, please forward your resume and cover letter to Robyn Short, Director, Fundraising and Communications at robyn@amicicharity.org.