

**ORGANIZATION:** Pathways to Education Canada  
**POSITION:** Development Coordinator (Bilingual)  
**REPORTING TO:** Director of Development (Québec)  
**LOCATION:** Montreal, Quebec (Hybrid)  
**WEBSITE:** [www.pathwaystoeducation.ca](http://www.pathwaystoeducation.ca)

### **Development Coordinator (Bilingual), Pathways to Education Canada**

We're looking for someone who can change the paradigm for Canadian youth living in poverty. Someone who enjoys building partnerships, making an impact, and working with energetic, high-performing teams. Is that you?

Pathways to Education is a national, charitable organization breaking the cycle of poverty through education. Its award-winning program is creating positive social change by supporting youth living in low-income communities to overcome barriers to education, graduate from high school, and build the foundation for a successful future. Through the collective power of partnerships, Pathways to Education's innovative program is preparing youth for tomorrow.

With the support of the Quebec government, Pathways Canada has been engaged in the province-wide expansion of the program over the past five years to address the unique needs of students in Quebec communities and offer programming in new communities to reach more students. The Pathways Program is currently delivered in 13 of Quebec's 17 administrative regions, serving 3,053 students in the 2023-2024 school year alone.

### **The Opportunity**

As a key member of the Resource Development department, you will help raise Pathways Canada's profile in Quebec and support fundraising objectives that enable the delivery and growth of the Pathways Program in the province. Reporting to the Director of Development in Quebec, you'll contribute to building impactful relationships with individual donors, foundations, and public agencies by creating compelling grant applications, proposals, and reports in both official languages (English and French). Working in collaboration across the department, you will also have administrative and operational responsibilities in a wide range of projects and activities focused on the identification, cultivation, solicitation, and stewardship of donors.

As the successful candidate, you bring solid experience in writing funding proposals and strong communication skills in both French and English. You have excellent organizational and project management skills, enjoy collaborating with internal and external partners, and want to make a positive impact by creating compelling content in support of young people across Canada.

### **What You'll Do**

- Write compelling grants and proposals that support the organization's fundraising goals for both private and public stakeholders, and create personalized reports for key partners demonstrating the impact of their commitment.
- Project manage grant applications and reports, coordinating with colleagues to ensure timely submission and that requirements specific to the Quebec philanthropic portfolio are successfully delivered upon.
- Collaborate across departments to prepare key content and data for reports and proposals, and identify key themes for future reporting needs.
- Assist the Director of Development in Quebec in creating and executing stewardship and cultivation strategies for top donors and major gift prospects.
- Contribute to meaningful and consistent engagement of both prospective and existing donors in Quebec at cultivation meetings through effective research, preparation of briefing notes, and tracking engagement activities in the donor database.
- Support departmental fundraising activities, including mass-market and mid-level growth strategies, Pathways' end-of-year campaign, and volunteer-driven fundraising initiatives.
- Over time, the Development Officer may take on their own philanthropic portfolio.

### **What You Bring**

- 3+ years of experience in fundraising, including at least one year in major gift fundraising.
- University degree or demonstrated equivalent experience in a relevant field.
- Strong writing and communication skills in both French and English, with a track record of crafting compelling proposals and reports.
- Excellent interpersonal and relationship-building skills, with the ability to collaborate across teams and manage multiple priorities in a fast-paced environment.
- Familiarity with donor management software is an asset (e.g. Raiser's Edge).
- Strong organizational and time management skills, with keen attention to detail.
- Interest in developing and managing a portfolio of donors over time is considered an asset, along with proficiency in MS Office and experience with social media campaigns.

### **What We Offer**

- An exciting opportunity to be part of a leading not-for-profit dedicated to excellence and impact.
- A collaborative work environment with a culture of innovation.
- Opportunities for learning and professional development.

- Competitive salary.
- Generous vacation and health benefits package.
- Group RRSP program.

**Target Salary Range: \$55,000 - \$65,000**

The target salary range is established in accordance with candidates who meet the expected skills, experience, and qualifications as outlined above. If your skills, experience, or qualifications differ from those stated above, we are open to discussing a competitive total rewards offering that reflects your unique expertise and value. Our goal is to find the best fit for our team, and we encourage candidates who believe they can make a significant impact to apply, even if their salary expectations differ from the stated range.

To explore this opportunity, please submit a **cover letter and resume** with the subject line 'Development Coordinator' to [talent@pathwayscanada.ca](mailto:talent@pathwayscanada.ca). Applications will be accepted until **5pm ET on Monday, October 21, 2024**. Pathways Canada thanks all applicants for their interest. Due to volume, only those who qualify for an interview will be contacted.

Pathways to Education Canada is committed to fostering a diverse work environment, one that is inclusive of different races, ethnic origin, citizenship, gender identity, gender expression, sexual orientation, ages, family status, disability status, and intersectional identities. All interested candidates are encouraged to apply and advise us of any accommodation or support needed to ensure fair and equitable access throughout the recruitment and selection process.