



Job Title: Coordinator of Philanthropic Development

Reports to: Executive Director

Position: Administration

Start Date: Summer 2026

Location: Hybrid role based at the Giant Steps Foundation office (4400, rue Molson, Montreal), with remote work flexibility

Salary: \$50,000–\$65,000 per year

Schedule: Full-time, 35 hours per week (Monday to Friday), with occasional evening availability for events and meetings. The position includes a scheduled summer layoff period aligned with the organization’s operational calendar.

About the Giant Steps Foundation

The Giant Steps Foundation supports the Giant Steps Autism Centre, a recognized leader in education, inclusion, and services for autistic individuals for more than 45 years. Through specialized educational and therapeutic programs for students aged four to 21, adult education and employment initiatives, and partnerships with leading employers, Giant Steps empowers autistic individuals to develop skills that foster employment, independence, and meaningful community participation.

In addition, Giant Steps plays an important role in advancing research and providing autism training and resources across all sectors. The new Giant Steps Autism Centre opened its doors in September 2023 to meet the evolving needs of autistic individuals, their families, and professionals throughout all stages of life.

Position Overview

Reporting to the Executive Director, the Coordinator of Philanthropic Development is responsible for supporting the day-to-day administration of the Foundation and plays a key role in strengthening donor engagement, supporting fundraising initiatives, and ensuring operational efficiency. The successful candidate will work closely with the Executive Director, the Philanthropy Officer – Grants and Stewardship, the Board of Directors, volunteers, donors, and community partners to help advance the Foundation’s philanthropic mission and long-term impact.

Key Responsibilities

Administrative Coordination

- Oversee day-to-day office operations, including reception, mail management, purchasing, vendor relations, office supplies, and IT coordination
- Process donations received online, by cheque, and through fundraising activities; issue tax receipts and coordinate donor acknowledgements
- Maintain and ensure the accuracy, confidentiality, and integrity of donor records within DonorPerfect
- Support governance activities by preparing board and committee meeting materials, scheduling meetings, tracking follow-ups, and maintaining organizational records
- Provide administrative support related to financial reporting, filing, correspondence, and internal coordination
- Coordinate with the Executive Director on various governance and reporting tasks

Philanthropic Development

- Support the Foundation's fundraising and donor engagement strategies, including donor research, cultivation, solicitation, stewardship, and recognition initiatives
- Support execution of the Foundation's marketing and communication tools, including website updates and promotional materials

Event Coordination

- Plan and execute the Foundation's annual fundraising event, including logistics, sponsorship, volunteer coordination, and donor relations
- Support smaller fundraising and donor stewardship activities, including recognition events, site visits, and community engagement opportunities
- Collaborate with internal and external stakeholders to ensure successful event outcomes



Qualifications

- Bachelor's degree in human or social sciences, administration, communications, or a related field
- Minimum of four years of experience in a similar role (fundraising coordination, nonprofit administration, event management)
- Bilingual – excellent spoken and written French and English
- Strong proficiency with Microsoft Office Suite and donor database systems (DonorPerfect is considered an asset)
- Knowledge of the autism sector or neuroinclusion initiatives is considered a strong asset

Desired Skills & Attributes

- Highly organized, detail-oriented, and reliable
- Self-starter with strong initiative, autonomy, and problem-solving skills
- Able to manage multiple priorities and meet deadlines
- Diplomatic and tactful, with excellent interpersonal and communication skills
- Committed to donor service and relationship building
- Strategic thinker with an eye for opportunity and impact
- Motivated by mission-driven work in a supportive, respectful, and inclusive environment
- Potential to grow into a leadership role

Working Conditions & Benefits

- Competitive salary
- Statutory holidays
- Flexible hybrid schedule
- Opportunity to contribute to a meaningful mission with a passionate and collaborative team

To Apply

Please submit your resume and a letter of motivation to Tracy Pennimpede, Executive Director, at tpennimpede@giantstepsmontreal.com.

Only selected candidates will be contacted for an interview.