



REACH
A CHILD,
RAISE
A LEADER,
RESTORE
COMMUNITY.

Job Position: Resource Development Director

Overview

Our Mission is to reach children in Toronto Community Housing with the love of Jesus, and raise them into leaders, who restore their community. UrbanPromise Toronto is seeking a part-time or full-time Resource Development Director to join the Leadership Team to oversee all external and internal communications that represents the mandate of UPT. The ideal candidate will be a dedicated Christ-follower who has a passion to creatively tell impactful stories of our ministry and help raise sustainable funds.

Responsibilities

- Collaborate with the team to gather stories, pictures, videos, and information about our communities for external and internal communications:
 - Newsletters
 - Social media
 - Website
 - E-blast
 - Case for support
 - Annual reports
- Maintain UPT website information
- Coordinate the planning and implementation of UPT fundraising events
- Design and produce UPT promotional materials
- Develop fundraising initiatives
- Grant writing
- Research related information to Toronto Community Housing and stats on children, youth and their families
- Produce annual resource development plan
- Support major gift and legacy giving plan
- Provide oversight to donor care in areas of retention, migration, and acquisition
- Invite personal networks to pray and financially contribute to the ministry

Qualifications

- A deep personal relationship to Jesus and member of a local church.
- Agreement to UPT Statement of Faith, Mission, Vision and Core Values
- 3-5 years' experience and/or education related to communications and marketing initiatives
- Experience with donor care and management
- Experience with website design and management
- Experience in graphic design using Canva, photoshop, Adobe illustrator
- Experience with a variety of social media applications
- Excellent creative writing, editing and verbal communication skills
- Able to incorporate communication content with a spiritual and biblical perspective
- Able to work well independently and in a team setting

Interested candidates email cover letter, resume and references to info@urbanpromise.com

OUR VISION

A generation of young leaders
from Toronto Community Housing
who love Jesus and serve their community.

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URBANPROMISE.COM