

**Posted August 30 2025**

**Full Time, Permanent Position, Remote [anywhere in Canada]**

**Role: Development Coordinator**

At Junior Achievement (JA) Canada we are expanding our team and looking for a passionate growth-oriented Development Coordinator to join our Resource Development Department. We are looking for a self-motivated, innovative, goal driven team member, as this is a new position, that can lend itself to growth and expanded responsibilities.

**Role Overview:**

The Development Coordinator is an integral support role supporting key functions of the Resource Development team, including:

1. **Partnerships and National Accounts [60%].** Support the stewardship of national corporate and foundation partnerships.
2. **Business Development and Sponsorship [20%].** Assist with grants and business development proposals and support sponsorship efforts for the Canadian Business Hall of Fame.
3. **Administration and Team Support [20%].** Provide cross functional and administrative support for Resource Development operations and key initiatives.

**About JA and the Canadian Business Hall of Fame:**

- 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 since 1955 to deliver financial health, work readiness, and entrepreneurship programs. All JA programs are designed to inspire, prepare, and empower youth to succeed in the global economy. Through a network of 15 regional offices nationwide, JA Canada reaches over 500,000 young people annually.

Our motto: *Success Starts Here!* [www.jacanada.org](http://www.jacanada.org)

- The Canadian Business Hall of Fame is the national signature fundraising event in support of JA Canada. Each year, Inductees are recognized as Companions of the Order of the Canadian Business Hall of Fame for their outstanding contributions to Canada's economic development and prosperity. Established in 1979 by Junior Achievement of Canada (JA Canada), the Canadian Business Hall of Fame (CBHF)

represents the highest honour in business leadership. Through their philanthropy and civic engagement, they also play a vital role in strengthening communities. As Companions, they inspire and mentor JA youth—the future leaders of Canada. Our motto: *Celebrating the leaders of today and inspiring the leaders of tomorrow.* [www.cbhf.ca](http://www.cbhf.ca)

### **About the Resource Development Team:**

- JA Canada's national resource development team develops partnerships, secures funding from a variety of sources (predominantly corporations and foundations), and executes fundraising events (most notably the Canadian Business Hall of Fame).
- The department is accountable for generating funds to fuel healthy national operations, strategic initiatives, program development and innovation, and support program delivery by JA Charters across Canada.
- The national resource development department also oversees the implementation of strategic initiatives, monitors program delivery, activates and stewards partnerships, and manages a robust structured pipeline, employing Salesforce CRM.
- The department is comprised of a Chief Development Officer, Senior Manager of Partnerships, Senior Manager of Business Development, Manager of Events and Manager of Partner Marketing; and works in concert with the Manager of Implementation & Charter Services and the Finance Team.
- The Development Coordinator will primarily report to the Senior Manager of Partnerships, but will work to support priorities throughout the year, working in concert with Marketing and Communications, Implementation, Business Development and CBHF leads.

### **Experience and Qualifications**

- Minimum 1- year of internship and/or professional experience working in a related area (as an account coordinator, corporate partnerships, sales, sponsorship and/or in a non-profit setting)
- Strength working in the suite of Microsoft Office products, required:
  - Strong PowerPoint skills
- Excel expertise (including sophisticated functions + pivot tables)
- 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.)

- Canva and/or InDesign
- Strong communication skills; confidence in presenting to diverse audiences
- Works collaboratively and effectively with peers and stakeholders
- 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. Partnerships and National Accounts [60%].**

Support relationship management for a portfolio of 20+ existing and/or newly secured corporate/ foundation donors, and ~5+ major individual donors..

- Coordinate, participate in and document minutes from partner onboarding, regular review and planning meetings with corporate partners
- Support the manager developing custom presentations and communications for partners
- Codify partnership details, requirements, rights and benefits into internal tracking and reporting tools, ensuring line of sight for applicable stakeholders
- Coordinate account management activities by tracking partner milestones to ensure successful execution of partnership agreements.
- Develop materials to support corporate volunteer engagement, communicating with interested volunteers
- Collect and organize assets and performance data from JA network
- Help analyze and package measured learning outcomes/ survey results
- Prepare regular quarterly dashboard reports employing reported program delivery data, volunteer counts, and recognition assets
- Support development of fund renewal proposals
- Collaborate with the Manager of Partner Marketing to execute general giving campaigns

### **2. Business Development and Sponsorship [20%]**

Assist with grants and business development proposals and support sponsorship efforts for the Canadian Business Hall of Fame.

- Manage, and update with relevant resources, the Resource Development research library and 'case to support'/needs assessment proposal components
- Update and support with packaging JA Canada backgrounder decks
- Conduct prospect research and develop briefs and overviews for internal consideration of new grants and opportunities
- Source and organize prospect clearance inputs and donor history from across the JA network
- Assist with proposal writing, research, design, and impact framing for diverse corporate, foundation, and government opportunities
- Support research, identification and outreach to CBHF prospects
- Support the Manager of Events (CBHF) with guest management and event communications
- Customize and distribute annual CBHF impact reports

### **3. Administration and Team Support [20%]**



Provide cross functional and administrative support for Resource Development operations and key initiatives.

- Process all general donations and maintain JA's online giving platforms
- Manage annual stewardship reporting of major individual donors
- Manage CRM stakeholder, financial entries and targets tracker to ensure standards and accuracy of designations
- Align with accounting for financial reconciliation, tax receipting/ business acknowledgment and accounts receivable
- Support the CDO, as needed, with calendar management, preparing for team meetings and network presentations
- Coordinate inputs, colleague engagement and meeting preparation for Communities of Practice (COP)
- Maintain and update the Resource Development Toolkit for Charters
- Produce monthly Operations Newsletter Update
- Maintain N-Drive department files and records

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## **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.

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## **How to apply:**

Interested candidates are invited to submit their resume with a cover letter that highlights alignment to the position qualifications to **[careers@jacanada.org](mailto:careers@jacanada.org)** by midnight ET on **September 30<sup>th</sup> 2025**. Please list "Development Coordinator" as the subject.

*General LinkedIn interest responses will not qualify absent of a resume and cover letter.*

Posting will remain open until a suitable candidate is secured.

**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 interview.
- A second interview will be conducted by two members of the Resource Development Department and an HR representative, and may be requested 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.

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