



## **Development Coordinator**

**Location:** Toronto, ON  
**Salary:** \$50,000-\$55,000 annually  
**Type:** Full-time, Permanent  
**Work** Hybrid (3 days in-office, 2 days remote)

The Toronto International Festival of Authors (TIFA) inspires, empowers and connects through the art of stories, offering book lovers a breadth of bold, ambitious and accessible literary experiences through our portfolio of festivals and year-round events.

In 2025, TIFA entered a new chapter; with venues along the Bloor Street Cultural Corridor and a transformational gift from the Weston Foundations, TIFA is poised to become one of Toronto's leading arts and culture organizations.

Our festivals and events are enhanced by a dynamic and engaging development and patron programme. This is an early moment in a new chapter, and the person who steps into this role will help shape how we build relationships with the people who make it all possible.

### **What this role actually is**

This is a donor relations and development administration role. You'll be the person who makes sure that donors feel seen and valued, that their gift was acknowledged promptly, that their invitation arrived, that the details were right. A lot of what makes fundraising work isn't the big ask, it's the many moments of care that come before and after it.

If you're someone who gets satisfaction from doing detail-oriented work well, building relationships, being a part of a small team that creates a big impact, who wants to learn how arts fundraising actually works from the inside — this role is a genuine launching pad.

You'll report to the Head of Development and work closely with the Development Manager, with room to bring your own ideas about how we do things better.

### **What you'll be doing**

- Managing the full cycle of donation processing from gift entry to acknowledgement letters to tax receipts
- Keeping our donor database (Keela) clean, current and useful
- Coordinating cultivation and stewardship events; guest lists, logistics, the details that make a patron lunch or cocktail reception feel effortless and memorable
- Drafting donor communications; invitations, appeals and thank you letters in a warm and friendly tone
- Conducting prospect research and preparing event briefs and attendee profiles that help our team have more meaningful engagement
- Helping put together funding proposals and fulfillment reports, demonstrating the work that we do and the impact it has
- Identifying opportunities to improve donor experience, administrative processes and stewardship practices

## What we're looking for

A university degree or college diploma plus 1–3 years of experience (arts and culture non-profit is a bonus, not a requirement). More than credentials, we're seeking someone who:

- Writes clearly and warmly
- Genuinely likes getting the details right
- Can juggle competing priorities well
- Works well independently and also as part of a team
- Is curious about how organizations grow and sustain themselves
- Cares about arts and culture and wants their work to be part of it
- Has a willingness to work occasional evenings and weekends during festival season

Familiarity with fundraising software, CRM databases, or design platforms is a nice-to-have.

## Why TIFA, why now

Our 26/27 season includes the flagship Toronto International Festival of Authors (TIFA), the MOTIVE Crime & Mystery Festival, the Ever After Romance Festival, and a year-round TIFA Presents series featuring some of the world's leading authors on Toronto's most iconic stages. The people who fund this work are passionate about literature and about Toronto. Your job is to help us honour that.

This is a chance to build real skills in fundraising and donor relations, inside an organization that's at an exciting inflection point and to do it surrounded by great stories.

TIFA supports a hybrid work environment, balancing in-office collaboration with remote flexibility. We believe great work happens in both settings, and we'll work with the successful candidate to set them up for success. Please note that TIFA reserves the right to modify or eliminate remote work arrangements as it deems necessary to meet organizational requirements.

## How to Apply

Please submit your resume and cover letter to the Head of Development at [giving@festivalofauthors.ca](mailto:giving@festivalofauthors.ca)

We'd love your cover letter to tell us a little about you — not just your experience, but why this role and this organization feel like the right fit. Applications will be reviewed on a rolling basis, so we encourage you to apply early. We sincerely thank all applicants for their interest. Only those selected for an interview will be contacted.

## Equal Opportunity & Accessibility

Toronto International Festival of Authors is an equal opportunity employer committed to diversity, equity and inclusion in the workplace. We welcome and encourage applications from people of all backgrounds, including Black, Indigenous and People of Colour, people with disabilities, members of the 2SLGBTQIA+ community, women, and members of other equity-deserving groups.

TIFA is committed to providing an inclusive and barrier-free recruitment process. If you require accommodation at any stage of the application or interview process, please contact us at [giving@festivalofauthors.ca](mailto:giving@festivalofauthors.ca) and we will work with you to meet your needs.



Personal information collected through the application process is used solely for recruitment purposes and is handled in accordance with applicable privacy legislation, including Ontario's *Freedom of Information and Protection of Privacy Act (FIPPA)* and the *Personal Information Protection and Electronic Documents Act (PIPEDA)*.