



Position: Fundraising Coordinator

Supervisor: Manager, Corporate Partnerships

Location: Flexible within Canada (Remote/Hybrid)

Job type & duration: Full-time 1-year Contract with possible extension

Start Date: April 2026

ORGANIZATIONAL BACKGROUND

From the annual collection of millions of viable tree seeds providing a reliable and consistent future supply, to supporting local jobs and economies through tree planting, forest stewardship and community engagement, Forests Canada works with a trusted network of partners to ensure the long-term health and resiliency of Canada's forested landscapes.

Over the past 75 years, our efforts to improve forest health, support fundamental ecosystem services, and foster a community connection with nature, has grown together with our capacity to conserve, restore and grow Canada's forested landscapes from coast to coast to coast.

JOB DESCRIPTION

Reporting to the Manager, Corporate Partnerships, the **Fundraising Coordinator** is responsible for coordinating and tracking funder applications, proposals and deliverables, while supporting research, outreach, fundraising marketing, and communications. This includes ensuring all funding contractual obligations and commitments are documented, assigned, and delivered on time through effective use of Microsoft Planner, Charter spreadsheets, and Salesforce. The Coordinator will conduct funder prospect research and organize outreach cadences to increase the pipeline. Leveraging their experience and skills in fundraising marketing, the Coordinator will collaborate with communications and programs to support the development of impact reports, campaign messaging, recognition, and design of fundraising assets. By consolidating tracking, reporting, and fundraising marketing processes, this position drives operational efficiency, strengthens funder relationships, and supports revenue growth through grants, sponsorships, and fundraising campaigns.

RESPONSIBILITIES

Tracking & Reporting

- Track and manage funder applications, proposals, and deliverables with MS Planner.
- Create and update funder charters to track contract deliverables.
- Develop and provide reports for funders and the organization on achievements towards deliverables/ targets/strategies.
- Conduct regular Salesforce pipeline audits and maintain strong data hygiene practices to ensure accuracy, consistency, and reliable reporting.

Funder Research & Applications

- Qualify, research, segment and prioritize corporate and foundation leads and prospects into high, medium, and low priority categories.
- Support Foundations and Corporate proposal/application development for new and existing funders including, submitting applications via portals; manage version control and submission artifacts.

Marketing & Recognition

- Launch qualified leads into Salesloft cadences; manage follow-ups.
- Liaise with communications team for social media stewardship and recognition.
- Design and develop pitch decks, proposals, reports, and case for support.
- Proficient in using Canva to create and format professional reports, proposals, presentations, and other stakeholder-facing materials aligned with brand standards.

Other

- Act as the representative of the organization at events, booths, exhibits, conferences, and presentations as required.
- Ability and flexibility to travel at various times throughout the year, as required.
- Flexibility with respect to working hours; able to work additional/varied hours / on weekends, as required.
- Other duties as assigned.

REQUIREMENTS OF POSITION:

- 3–5 years experience in grants, corporate partnerships, funder relations, or PMO/coordinator roles.
- A degree in business and/or marketing is considered an asset.
- Strong proficiency with MS Office 360 Suite, including Microsoft Planner, Teams and Excel.
- Experience with Salesloft or similar outreach tools (HubSpot, Outreach) and CRM databases, e.g. Salesforce.
- High attention to detail; deadline-driven; comfortable coordinating across multiple departments.
- Experience in fundraising marketing, including asset development, content creation, campaign support and social media.
- Excellent writing and storytelling skills for impact reports, proposals, and marketing materials.
- Familiarity with digital marketing tools.
- Experience with government or foundation applications is an asset.

Competencies

- Research & Analysis: Segments prospects using defined criteria; validates capacity/alignment.
- Communication & Collaboration: Clear, proactive updates; effective cross-team liaison.

- Systems Savvy: Comfortable administering Salesloft; organizes cadences; manages lists in Salesforce.
- Stewardship Mindset: Ensures funders feel informed, appreciated, and confident in impact.

ADDITIONAL ASSETS

- Experience with Salesforce or other CRM software.
- Bilingual in French and English considered an asset.
- Valid G Driver's License and/or comfortable with travel.

Work hours: Monday to Friday, 37.5 hours per week

Salary: Annual salary range of \$45,000 - \$56,000 and will be based on years of relevant experience and qualifications.

Closing date: March 9, 2026 or until candidate is found.

To apply: Please send a cover letter and resume to careers@forestscanada.ca and include "**Fundraising Coordinator**" as the subject line.

We thank all applicants for their interest; only those selected for an interview will be contacted.

Forests Canada welcomes all applicants. We believe that diversity and inclusion are key to innovation through the sharing of ideas, experiences, and abilities. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.