



POSITION: Specialist, Events and Corporate Giving

DEPARTMENT: Fund Development, Marketing and Communications

REPORTS TO: Director, Fund Development, Marketing and Communications

LOCATION: Onsite at 44 Mobile Drive, Toronto

SALARY RANGE: \$60,000 to \$ 65,000

STATUS: Full Time

SCHEDULE: Monday to Friday, 9 am to 5 pm; weekends as needed

EXPECTED HOURS: 40 per week

APPLICATION DEADLINE: February 2, 2026

BENEFITS:

- Dental care
- Extended health care
- On-site parking (free)

New Circles is a Toronto-based charity dedicated to providing free clothing, pre-employment skills training, and settlement services to individuals and families in need, with a focus on empowering newcomers to Canada. Founded in 2005 by Cindy Blakely with the guiding principle of offering a hand up, not a hand-out, New Circles has grown from a small grassroots effort into a vital community hub that supports more than 30,000 clients annually.

The Opportunity:

This is a key role on a small, dynamic team: perfect for someone who loves building relationships and takes pride in coordinating events. You'll oversee two portfolios — corporate partnerships and special events — while also strengthening our operational systems for stewardship, reporting, and database management. You'll work closely with the Director to secure new funding opportunities, develop new event ideas, deliver exceptional partner experiences, and grow a sustainable base of supporters.

Key Responsibilities:

- Support the Fund Development team in the coordination of all fundraising events, including annual golf tournament and third-party events (planning, logistics, execution)
- Responsible for the cultivation, solicitation and stewardship of donations, gifts in kind, sponsorships, ticket sales and additional revenue generating opportunities for all fundraising events
- Coordinate the corporate partnerships portfolio which includes prospecting, proposal development, recognition vehicles, solicitation and stewardship
- Liase with volunteer committees where appropriate
- Coordinate and train volunteers and New Circles staff in preparation for event execution
- Enter all relevant data into donor database, SUMAC
- Monitor event budgets, including expenses and revenue generation
- Maintain a working knowledge of significant developments and trends in non-profit philanthropy
- Other duties as assigned, which may include occasional work on weekends

Required Qualifications:

- A college diploma or undergraduate degree is mandatory
- 2-3 years experience in event management and/or corporate giving
- Project management experience within a non-profit organization is an asset
- Experience with donor/CRM database
- High proficiency with Microsoft Office

Knowledge & Attributes:

- Proven results coordinating all aspects of special events, specifically leading a committee and project managing all tasks/roles
- Proven track record of recruiting and retaining event participants and sponsors
- Experience developing/executing corporate partnership strategies
- Experience recruiting, engaging and stewarding volunteers
- Excellent interpersonal, organizational and communication skills (both written and verbal)
- Knowledge/experience using online fundraising and/or ticketing platforms
- Compassion for our clients, all of whom are low-income
- Strong attention to detail
- Ability to work in a diverse environment
- A collaborative team player; adaptable and able to take initiative
- Comfortable with conducting effective presentations
- Strong time management skills
- Resourceful and flexible
- Ability to use discretion and maintain confidentiality

Why Join Us?

This role offers an opportunity to make a tangible, immediate difference in the lives of newcomer families by securing new funding for New Circles' programs and delivering bespoke events.

If you are passionate about building community and possess the qualifications and flexibility to thrive in this dynamic role, we encourage you to apply today!

To apply for the position, please send your resume and cover letter in one pdf document to Kara Spedding, Director, Fund Development, Marketing and Communications at kara@newcircles.ca.

Thank you for your interest in this position but only candidates selected for an interview will be contacted.