

Job Description

Position Title: Outreach Support

Report to: Executive Director

Start Date: As soon as possible

Location: Richmond Hill office

Employment Type: Part-Time

Salary for this role: Starts at \$20 to \$23 hourly depending on experience

Organization Overview

The Learning Disabilities Association of York Region (LDAYS) is a charitable non-profit organization which was established in 1976. We provide leadership in Learning Disabilities advocacy, research, education, and services, and strive to advance the full participation of children, youth and adults with Learning Disabilities (LD) in society. At LDAYS, our vision is to assist individuals with Learning Disabilities in achieving their full potential. In doing so, we must consider three central branches of our association: our products and services, image and brand and funding. Collectively, with the help of our community, members and funders, we can achieve this vision. We promote positive change through: Innovation, Collaborative Partnerships, Credible Advocacy, Informed Public Policy, and Quality Products and Services.

Position

The Outreach Support role plays a key role in supporting initiatives that enable individuals with learning disabilities to access vital services and opportunities. This position supports fundraising campaigns and special events, oversees donor communications and builds meaningful relationships with supporters who share our commitment to inclusion and equity.

Key Responsibilities

- Coordinate annual fundraising campaigns, community-based initiatives, and major giving programs.
- Assist in developing accessible and inclusive fundraising materials that resonate with diverse audiences.
- Coordinate logistics for special events and outreach initiatives, including volunteer management, sponsorships, donations and event communications.
- Manage donor relationships, including preparing acknowledgments, thank-you letters, and impact reports.
- Identify, cultivate, and steward major donors and prospective supporters to enhance long-term fundraising goals.
- Plan and support outreach events where clients learn about the services available
- Support storytelling initiatives that highlight the experiences and voices of the people we serve.
- Other duties as assigned to support the organization's fundraising and community engagement goals.

Qualifications:

- Post-secondary education in nonprofit management, communications, marketing, or a related field preferred.
- Commitment to inclusion, equity, and supporting people with learning disabilities.
- Strong organizational, interpersonal, and communication skills.
- Ability to work independently and collaboratively in a fast-paced, dynamic environment.

Experience and Skills:

- Experience in fundraising, major donor management, nonprofit work, or event coordination preferred; motivated candidates with strong organizational and communication skills are encouraged to apply.
- Proven ability to build and maintain relationships with donors, volunteers, and team members.
- Comfortable using fundraising and donation management tools (e.g., Zeffy, Double the Donation) and digital communication platforms.
- Experience with email campaigns, social media, or basic marketing is an asset.
- Basic understanding of budgeting and small project management.
- Strong multitasking and research skills to identify new donor prospects and community engagement opportunities.
- Experience in marketing, sales, or event planning is a plus.

Core Competencies:

- Attention to detail, organizational ability, and time management.
- Empathy and understanding of diverse client needs, particularly individuals with learning disabilities.
- Creativity, initiative, and problem-solving skills.
- Strong verbal and written communication.
- Team-oriented mindset with flexibility and adaptability.

Other

- Criminal record and vulnerable sector check
- Work Conditions and Physical Capabilities: fast-paced environment

HOW TO APPLY

- Must be legally eligible to work in Canada. Non-Canadian applicants must have a valid employment Visa and proper documentation authorizing their ability to work in Canada.
- Applications must include a current resume
- The Learning Disabilities Association of York -Simcoe is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. LDAYS is also committed to providing accommodations for people with disabilities. If you require an accommodation, please let us know, and we will work with you
- Applications can be emailed to info@ldays.org with the job title in the subject.

We thank all applicants; however, only those selected for an interview will be contacted.
 Due to the high volume of applicants, we ask that **no phone calls** be accepted regarding this position.