



Urban Squash Toronto
75 Carl Hall Road, Unit 15
Toronto, ON
M3K 2B9
www.urbansquashtoronto.org

POSITION: PROGRAM & DEVELOPMENT DIRECTOR

Organization Mission & History

Urban Squash Toronto (UST) is a charitable organization that combines an intense after-school education program with concentrated squash training, mentoring and field trips to help youth from underserved communities reach their full academic, athletic and personal potential. Founded in 2010, UST currently serves 70 students from Grade 6-9.

Role:

The Program & Development Director exemplifies a positive vision and strong work ethic for the UST team, works hard to make UST a leader in program quality, and works closely with the Executive Director to steward and expand the organization's current operational funding base by mobilizing and motivating a large group of supporters.

Responsibilities include:

- Support staff in event planning, program execution and general office management
- Student Recruitment: participate as part of team to evaluate and select new UST students annually
- Act as primary point of contact for program parents
- Develop and execute staff and student team building sessions
- Liaise with Squash & Academic Directors to monitor student attendance and create connections between parents, partner schools and donor community
- Analysis and implementation of Annual Appeal and individual giving strategies
- Stewardship of a committed and expanding Board of Directors and its committees
- Donor communication, outreach and appreciation. This includes: connection of current and prospective supporters with opportunities to interact with students at daily practice, with board, and at program events.
- Grant writing, reporting and stewardship of foundation grants and research of potential funding sources
- Management of donor database and creation and preparation of all fundraising material in collaboration with Executive Director

Qualifications & Qualities:

- Bachelor's degree
- Possess a majority of the following qualifications: development experience, grant-writing experience, event management experience, experience with after-school & youth programming, financial expertise, knowledge of donor software.

- Proven leadership skills and the ability to motivate teams; impeccable attention to detail and work ethic; ability to work well with teams; self-motivation and the ability to manage multiple projects, excellent people & writing skills.

Salary: Range \$40,000-45,000 (commensurate based on experience)

Hours: General hours are Monday – Friday 10am-6pm, two Saturdays per month.

Summer hours are 10am-5pm with occasional weekend/event work.

Candidates should expect an intense workload, and hours that often extend beyond the scheduled workday.

How to Apply:

Email resume and cover letter to Shivani at shivani@urbansquashtoronto.org