



Grants Coordinator

Hourly Wage: \$35/ hour **Duration:** 12 Weeks **Hours:** 35 Hours/Week

The Business Development & Grants Coordinator will work directly with the Executive Director to secure the financial sustainability of North Toronto Soccer's community programs. This role blends strategic writing, data analytics, research, collaboration, and stakeholder management to drive revenue through government grants and corporate partnerships.

Key Responsibilities:

- **Grant Writing Research:** Research municipal, provincial, and federal funding opportunities.
- **Proposal Development & Prospecting:** Design professional sponsorship decks and partnership proposals for funders. The Coordinator will utilize demographic data to demonstrate the "Return on Investment" (ROI) of partnering NTS/ NTSF, tailoring pitches to specific business sectors.
 - Develop NTS and NTSF database of funding prospects, proposals, and key proposal information (key updated organizational information, program descriptions, outcomes and measurements, strategic equipment needs, and key strategic NTS initiatives)
- **Strategic Alignment:** Draft and submit comprehensive grant applications that align NTS programs with government priorities (e.g., "Active for Life," "Youth Employment," "Mental Health"), ensuring all submissions meet strict compliance standards.
- **Sponsorship Stewardship & Activation:** Manage the "Partner Fulfillment Tracker" to ensure all corporate sponsors receive their promised deliverables. This includes coordinating on-site activations at tournaments, managing logo placement on digital assets, and ensuring contract compliance to maximize partner retention.
- **Impact Reporting (Data Analytics):** Collect and analyze participation data (demographics, scholarship usage, program growth) to create "Community Impact Reports" for current funders. These reports will use data visualization to tell the story of how funding directly supports accessible recreation.
- **Stakeholder Events & Networking:** Assist in the planning and execution of Sponsor Appreciation events. The candidate will represent the club at local Chamber of Commerce or BIA (Business Improvement Area) meetings, developing professional networking skills.

Eligibility Requirements & Qualifications

- **Education:** Currently enrolled in or a recent graduate of a post-secondary program in Business Administration, Communications, Sports Management, or a related field.
- **Skills:** Strong writing ability, proficiency in Microsoft Office/Google Suite.
- **Experience:** Previous experience in fundraising, sales, or event planning is an asset but not required.
- **Eligibility:** Must be 15-30 years old, a Canadian citizen/PR /Refugee status, and legally entitled to work in Ontario.
- Valid Police Record Check required.

The Application Deadline is May 19th, 2026 at 11:59 PM. Submit your resume and cover letter to: martin@northtorontosoccer.com