



The Mission to Seafarers Southern Ontario

Caring for Seafarers from around the world.

CAREER OPPORTUNITY – BUSINESS and COMMUNITY DEVELOPMENT COORDINATOR Part-time Position 20 Hours per Week

About Us

The Mission to Seafarers Southern Ontario (MTSSO) is an independent not-for-profit Port welfare organization operating in the Ports of Oshawa, Toronto, Hamilton and Port Colborne. With roots grounded in the values of the Anglican tradition, the Mission is a place to call home for seafarers who visit our ports of call. MTSSO provides inter-faith care and support to all Seafarers including hospitality, pastoral care, and advocacy in cases of human rights issues or working conditions.

Career Opportunity Overview

Reporting to and working with a volunteer Board of Directors, the Business Development Coordinator has accountability to ensure the long term and sustainable financial support of the Mission to Seafarers Southern Ontario. The Business Development Coordinator will also ensure all organization activities are in compliance with all applicable local and Canadian legislation, Port safety and security protocols, financial obligations and any other regulations or decisions from Mission to Seafarers Canada, MtS UK and/or local Diocese.

General activities and functions include, but are not limited to:

Financial Responsibilities - a key focus

- Research and write grant requests
- Build partnerships in the marine industry throughout southern Ontario
- Develop an Endowment Fund through Legacies and Planned Giving
- Develop connections and contacts in the respective Dioceses through direct communications with individual churches
- Participate with the Board and others on fundraising event committees
- Prepare a draft of the Annual Budget – in partnership with the Treasurer and Board Chair
- Oversee the execution of the strategic plan for the Mission

Promotional Responsibilities

- Promote, maintain and expand the Mission to Seafarers organization in support of the Seafarers
- Advocate for the needs of the Seafarers by attending various functions and board meetings related to the work of the Mission (for example: as representative to the Board of the Marine Club)
- The Business Development Coordinator will be the "public face" of MTSSO and will positively promote the work of the MTSSO and the Seafarers



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Additional Responsibilities

- Promote the Mission on social media and through effective networking
- Maintain and ensure sufficient resources are available for all staff support

This unique part-time position consists of approximately 20 hours weekly. Mobility to travel between all locations served and time flexibility is required.

QUALIFICATIONS

- Post-secondary education in Business Administration or similar
- Minimum of five (5) years business development experience including proposal and grant writing
- Functional business management experience
- Outstanding persuasive writing skill
- Excellent communication skills including public speaking and ability to influence others
- Superior interpersonal skills and the ability to build trusting relationships quickly
- Solid experience with successful fundraising efforts and networking techniques
- Able to influence, collaborate and negotiate with stakeholders
- Strong decision-making skills, including strategic and creative thinking abilities
- Effective at problem solving and providing solutions
- Strong knowledge of corporate finance and fiscal responsibilities
- Highly organized and able to multi-task and coordinate various activities
- Experience with various social media platforms, uploading posts to promote the Mission
- Proficient computer skills with Microsoft Office products
- Criminal Record Check / Vulnerable Sector will be conducted

The remuneration package consists of:

- \$27,900 to \$36,200 per annum depending on experience
- Mileage and limited travel expenses will be reimbursed with Board approval
- Attendance at conferences

APPLICATION PROCESS

To express your interest in this unique opportunity, we invite you to send in your *cover letter* indicating how your experience will enhance our Mission to assist seafarers, along with your *current resume*.

Please forward your documents to: mtsso2017@gmail.com

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted.