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JOB POSTING: Coordinator, Revenue Generation

Are you a systems-minded professional who loves bringing structure, accuracy, and insights to work that impacts multiple teams and platforms? Capitalize for Kids (C4K) is seeking a highly organized and detail-oriented Coordinator, Revenue Generation, to help ensure the integrity and reliability of our revenue data across systems. In this role, you will maintain clean data, support fundraising and events through efficient workflows and accurate gift processing, and deliver reliable reporting for Philanthropy, Business Development, and Events.

This role is ideal for someone who is analytical, process-driven, and energized by improving how things work behind the scenes. You are comfortable managing multiple priorities, working across teams, and building the systems and discipline that help others succeed.

This role offers the opportunity to join a mission-driven team and contribute to improving mental health services for children and youth across Canada. You'll help build the systems, data quality, and operational discipline that enable our Revenue Generation team to work effectively and grow. You'll do this within a culture that values learning, collaboration, and having fun while doing meaningful work.

THE OPPORTUNITY

Reporting to the Manager, Philanthropy and Stewardship, the Coordinator, Revenue Generation, is a key support role for revenue data, systems, and process coordination.

This role supports clean data, efficient workflows, accurate gift administration, and clear reporting across Philanthropy, Business Development, and Events to drive revenue growth. The Coordinator will work closely with colleagues across the Revenue Generation department to maintain and improve these systems over time.

This is a critical role supporting all three revenue streams: Philanthropy, Business Development, and Events, including signature events such as the C4K Investors Conference and Bay Street Games. C4K is in an exciting growth phase, and this position will strengthen the data standards, CRM workflows, and reporting discipline that accelerate revenue growth.

This role is well suited to a systems and data professional who enjoys taking ownership of the tools and processes that support revenue visibility and effective revenue generation operations. The Coordinator will serve as the primary knowledge resource across Raiser's Edge, Airtable, Funraisin, and related platforms, and will work with the Manager, Philanthropy and Stewardship, Business Development team, and CDO to build processes to give Philanthropy, Business Development, and Events a single, accurate view of fundraising pipeline and performance.

ABOUT CAPITALIZE FOR KIDS

Capitalize for Kids is a national charity dedicated to making the community child and youth mental health system work better for kids and families, so more children and youth can access urgent and expert mental health care.

Right now, 1.2 million children and youth in Canada are experiencing a serious mental health concern, yet less

than 20% can access the support they need. Community child and youth mental health agencies are underfunded, fragmented, and struggling to keep up with demand. C4K exists to help change that.

Fuelled by philanthropy, Capitalize for Kids is the only charity in Canada providing free consulting services and financial support to community child and youth mental health agencies through our Impact Team. By solving complex problems with our partners and sharing what works, we scale solutions across the sector so more kids can thrive.

Our work focuses on four key areas:

- **Making Care Possible:** Removing barriers and improving efficiencies to help agency partners serve more kids and families.
- **Improving Care with Data:** Supporting agencies to harness the power of data, implement digital tools that track progress, provide insights, and improve outcomes for kids.
- **Opening Doors to Care:** Addressing fragmentation by helping regions build coordinated access systems so children, youth, and families can find the help they need faster.
- **Reimagining Care:** Co-designing and launching new models of care to keep pace with the evolving needs of young people.

The Coordinator, Revenue Generation provides important support to C4K's revenue generation team, playing a vital role in helping more kids and families get the help they need.

KEY DUTIES AND RESPONSIBILITIES

1. Revenue Systems and Data Integrity

- Act as primary administrator for Raiser's Edge and provide support on other CRM and peer-to-peer fundraising tools, including imports, queries, data quality, and accurate tracking of gifts, interactions, and pipeline stages.
- Maintain integrations and data flows across systems to give the team a single, up-to-date view of revenue, relationships, and pipeline.
- Help maintain standard operating procedures (SOPs), tracking tools, and reporting workflows to support a growing Revenue Generation function.

2. Gift Administration and Stewardship

- Oversee end-to-end gift administration for donations, including accurate coding, tax receipting, gift confirmations, and acknowledgements.
- Work with Finance, Business Development, and Events to ensure accurate tracking and support reconciliation of revenue across all three business units.
- Manage donor recognition workflows to ensure recognition lists and stewardship outputs are produced accurately and on time.

3. Pipeline Reporting and Prospect Intelligence

- Produce regular and ad hoc reports on pipeline health, revenue, donor retention, and event-to-philanthropy conversion for the Revenue Generation team and Senior Leadership Team.
- Support pipeline management by tracking moves-management stages, logging follow-up tasks, and preparing prospect profiles and briefings.
- Help mine donor and event databases to surface prospects and feed opportunities into the Philanthropy pipeline.

4. Fundraising and Event Support

- Coordinate materials for grants, proposals, events, and donor communications, including program metrics and financial documentation.
- Support donor meetings, stewardship activity, and event logistics as needed.
- Coordinate event-to-philanthropy pipeline tracking and donor follow-up workflows for the C4K Investors Conference and Bay Street Games, supporting conversion of event participants into philanthropic donors.

REQUIRED EXPERIENCE & COMPETENCIES

- High attention to detail and a strong commitment to data accuracy.
- Clear written and verbal communication skills.
- Strong analytical skills and the ability to turn donor and revenue data into practical, actionable reports and insights.
- Process-driven, with a track record of improving workflows around data quality, reporting, and donor recognition.
- Ability to balance multiple deadlines while maintaining accuracy and responsiveness.
- Strong interpersonal skills and the ability to work effectively across teams.
- Comfortable working independently and collaboratively in an environment where priorities and processes evolve.

EDUCATION & EQUIVALENT EXPERIENCE

- A university degree in a relevant field (for example, business, data, or nonprofit management) is strongly preferred; an equivalent combination of education and experience will be considered.
- Minimum of 2 years experience in database management and supporting fundraising operations within the charitable sector or comparable setting.
- Strong proficiency with Raiser's Edge is required.
- Familiarity with CRM, peer-to-peer fundraising, and event management platforms (e.g. Airtable, Funraisin, and Cvent) is an asset.
- Experience with CRA-compliant receipting, financial reconciliation, and stewardship workflows.

WORK ENVIRONMENT AND REQUIREMENTS

- Capitalize for Kids provides a hybrid work environment. This position is primarily office-based 3 days per week, with occasional onsite presence at major events and donor meetings, including some evenings and weekends as needed.
- The role involves sustained attention to detail, regular reporting cycles, and time-sensitive gift processing and stewardship activity in a fast-paced environment.
- Comfort working in a growth-oriented organization where systems and processes continue to evolve is important.

FOR MORE INFORMATION`

Interested candidates should send their resume to mariana@capitalizforkids.com by **end of day Monday, June 29, 2026**, with the subject line "JOB POSTING: Coordinator, Revenue Generation". Please include a cover letter outlining your interest in the role and explaining how your skills and experience make you a strong candidate for this position. All applicants must be legally entitled to work in Canada at the time of hire. **Applications will be reviewed on a rolling basis, interested candidates are encouraged to apply early.**

Capitalize for Kids welcomes and encourages applications from all qualified individuals including, but not limited to women, Indigenous persons, racialized persons, persons with disabilities and persons of all sexual orientations and/or gender identities.

Capitalize for Kids is an equal opportunity employer and is committed to an inclusive, barrier-free recruitment and selection process. Accommodations are available on request for candidates taking part in all aspects of the interview process.

Compensation and Benefits:

This role offers a salary range of \$66,000 to \$75,000 per year, commensurate with experience, with a comprehensive benefits package.