



The George Brown College Foundation

Stewardship Coordinator

Position Type: 4-month, 24 hour per week contract (with the opportunity to be extended)

Date AD Posted: October 24, 2023

Hourly Salary: TBC

Application Deadline: November 3, 2023 or until filled

Reports to: Director of Development and Operations

The George Brown College Foundation was established in 1984 and is the primary fundraising vehicle for the College. The mission of the Foundation is to support George Brown College (GBC) and its commitment to excellence in teaching and learning and to further the career and life-long goals of its students.

Summary of Position:

The Stewardship Coordinator, reporting directly to the Director of Development and Operations, will provide communications and administrative support for annual and capital campaigns, events, and other related Foundation activities. As part of their duties, the incumbent will be responsible for creating annual donor reports for endowment and expendable fund holders. Prospect identification, research and profile writing, and the creation of proposal templates and social media posts will also be required. Additionally, the incumbent will support the Foundation through administrative and customer service tasks, such as data entry and in-person event work.

The successful candidate is adaptive, detail-oriented, and highly organized. A writer and relationship-builder who can craft language to spark connection between George Brown College Foundation and its donors.

Duties and Responsibilities:

- Initiate, author and develop annual donor impact reports for donors, including major donors such as banks, larger corporations and foundations.
- Research donor prospects and write profiles on new individual, corporate and foundation leads
- Write and edit all student award recipient testimonials to include in endowment and expendable reports
- Track, maintain and update donor information on Excel spreadsheets and Raiser's Edge (RENXT)
- Establish work plans for completing and tracking reports in conjunction with the Foundation team
- Work closely with College staff and faculty to gather information required for report writing

- Support the planning and implementation of the communications & social media campaigns
- Assist in general office administrative duties, including data-entry
- Participate in planning and execution of donor stewardship events when required
- Provide on-site day-of event assistance for donor events when required
- Other duties as assigned

Key Qualifications and Skills

The ideal candidate will demonstrate the ability to learn on the ground, in a fast-paced, busy work environment (hybrid). Highly organized with a keen eye for detail, this individual holds the right combination of initiative and teamwork skills. The ability to provide excellent customer service and support is integral to this position. Experience and education in fundraising, report writing and/or donor stewardship is considered an asset.

In addition, the candidate must demonstrate the following:

- Post-secondary degree or diploma in communications, journalism, fundraising, and/or equivalent combination of education and experience will be considered
- Previous related experience in a not-for-profit organization is preferred
- Previous experience working as part of a fund development team is preferred
- Excellent written, verbal and listening communications skills
- Excellent knowledge of the Microsoft suite of software, e.g. Word, Excel, Teams, Outlook, PowerPoint, etc. is required
- Knowledge of database management software (Raiser's Edge NXT), email marketing tools (Envoke), and social media management tools
- Highly organized with strong attention to detail
- Ability to multi-task and manage multiple responsibilities with competing and changing priorities
- High degree of professionalism and integrity
- Exceptional customer service and relationship management skills (diplomacy, discretion and tact) with the ability to respond to various levels of expectations from a variety of stakeholders;
- Ability to work effectively with others, yet also work independently with minimal supervision
- Ability to take the initiative and approach work in a proactive manner
- Strong verbal and non-verbal communication skills
- Ability to occasionally work beyond regular business hours

Interested candidates should submit a coverletter and resume in one document by 5pm on Friday, November 3, 2023 to samantha.walker@georgebrown.ca

The Foundation requires proof of degrees, credentials, or equivalencies from accredited regional or federal post secondary institutions and/or their foreign equivalents. Credentials may require validation at the time of interview.

The Foundation wishes to thank all for their interest; however, only candidates selected for an interview will be contacted. For additional information visit [George Brown College Foundation](https://www.georgebrown.ca/foundation).