



JOB POSTING – CONTRACT POSITION

Job Title: Donor Stewardship Coordinator

Reports To: Executive Assistant To The Chief Executive Officer

Contract: Full Time Hours, Immediate Placement to June 29, 2018

Job Purpose:

The Donor Stewardship Coordinator is responsible for the full scope of activities related to the recognition and stewardship of donors as well as the development, planning and execution of other Annual Program activities such as donor and volunteer related events and regularly updating the donor recognition displays. The Donor Stewardship Coordinator works with the team to develop and execute strategies to promote loyal giving and upgrade donor giving such as thank-you calls, tours and program/hospital visits.

Responsibilities:

Donor Relations:

- Oversee and execute all aspects of stewardship and recognition programs for the Foundation while ensuring that all pertinent information is communicated, documented and tracked in Raiser's Edge (database).
- Work with the Foundation team to maintain stewardship strategies that strengthen long term relationships with donors, such as thank-you calls, tours and program/hospital visits.
- As needed, plan, manage and execute meetings and events that advance donor involvement, cultivation and stewardship for major gifts.
- Implement the creation of customized stewardship plans for major and leadership donors.
- Ensure appropriate stewardship is fulfilled with community event supporters.
- Oversee the production of all stewardship reports and other donor communications to advance donor engagement and to satisfy donor gift agreements.
- Oversee the stewardship activities for the Lakeridge Leader Program.

- Assist with organization of the Annual President's Brunch, Volunteer Appreciation Event, and Volunteer Awards.
- Oversee the execution of new and renewing donor thank-you calls.
- Provide reception support to the Office Coordinator.

Position Requirements:

- Experience in the fundraising or customer service industry
- Exceptional customer relationship skills
- Proficiency in MS Office applications
- Excellent written and oral communication skills
- Strong organizational and prioritization skills
- Ability to lead donor events
- Photography skills an asset
- Knowledge of Raiser's Edge is an asset

Application deadline: September 18, 2017

To apply for this position, please send a cover letter and resume to foundation@lakeridgehealth.on.ca. Please quote "**Donor Stewardship Coordinator**" in the subject line of your email. We thank all applicants in advance. Only those selected for an interview will be contacted.