



Algonquin College Stewardship Officer

With competitive compensation, generous benefits including a defined benefits pension plan, and a strong culture of learning and development, it is no surprise that Algonquin College has been recognized as one of the **National Capital region's Top 25 Employers** for the past **nine consecutive years**. This is your opportunity to join the vibrant college community and help transform hopes and dreams into lifelong success.

Stewardship Officer

Reporting to the Vice President, Advancement and Strategy, the Stewardship Officer plays an essential role to build and strengthen relationships with key stakeholders, including donors, external partners and volunteers. The incumbent works closely with the Vice President, Advancement and Strategy, to develop and manage stewardship strategies and key initiatives based on fundraising objectives, strategic programs and events, and College-wide initiatives that drive overall institutional value.

The incumbent also works in close collaboration with members of the Advancement and Strategy management team to ensure the strategic and timely fulfillment of recognition and stewardship plans. The incumbent assigns Development staff members work and follows up to ensure accurate and timely completion. The incumbent also works in close collaboration with faculty, administrators, and a comprehensive list of external stakeholders.

The Stewardship Officer acts as a change agent to lead and implement continuous improvement initiatives in the Advancement and Strategy team and in the greater college community. The incumbent demonstrates a professional attitude and ability to maintain strict confidentiality in all activities, has highly developed interpersonal and communication skills, and has excellent organization and project/time management skills.

There is a strong emphasis on managing relationships with select donors, alumni and external partners; financial stewardship and accountability; and oversight for contractual deliverables. The incumbent promotes the benefits of partnering with Algonquin College, which must result in maintaining and securing philanthropic donations and sponsorship funds while enhancing the student/alumni experience.

Salary Range: \$35.83-\$41.52-Hourly

Scheduled Weekly Hours:

Anticipated Start Date: ASAP

Work Location: Combination of remote and onsite work



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The Stewardship Officer will focus on the following key duties:

Stewardship Strategy

The Stewardship Officer drives the strategic growth of the Advancement and Strategy Division by stewarding strong internal and external relationships, and creates innovative ways to improve donor and partner retention. Some specific responsibilities include:

- Develops the assessment tool to evaluate the quality of the donor and partner stewardship program, including consideration for donor retention, annual and cumulative giving trends, and revenue growth.
- Creates and executes specific outreach plans for College partners, including (but not limited to) the Board of Governors, individual/corporate/foundation donors, external partners, alumni, etc.
- Creates a pathway to help Algonquin College to become the primary charity of choice for donors.
- Manages budgets for special projects.

Communication and Event Management

The Stewardship Officer is a key resource to determine the most effective strategies to build donor trust through financial transparency, recognition, impact and engagement. Some specific responsibilities include:

- Develops and manages the donor recognition and naming program in alignment with the College policy and industry standards.
- Produces annual stewardship reports for prominent donors and partners that provide financial accountability and demonstrate impact.
- Leads major and principal gift donor recognition strategies in collaboration with the President's Office and Communications.
- Works in collaboration with the Communications Officer, Advancement and Strategy, to leverage existing marketing content (i.e. videos, articles, and reports) providing stakeholder-centric communications to various target audiences.
- Organizes and executes events that support fundraising priorities and initiatives.

Donor Relations

- Develops operational improvements, and guides and assigns work to support Development Office staff in an effort to retain donors and generate revenue.
- In collaboration with the Development Office, develops mass donor relationship strategies, as well as personalized stewardship and engagement plans for select donors.
- Assigns stewardship tasks to members of the Development team providing them with instructions, expectations, deadlines, and feedback.
- Executes identified donor relations strategies using written correspondence, videos, student testimonials, and academic impact.
- Identifies donors who are well positioned to grow their support of Algonquin College.
- Explores and deploys (where appropriate), fundraising options to financially support learners and academic priorities through Algonquin-specific incentives.
- Represents the Division on various committees and stakeholder groups.



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Required Qualifications:

- A three (3) year Diploma / Degree (or equivalent) in Communications, English, Administration, Marketing, Public Relations, Project Management, Fundraising, Event Management, or related programs-of-study;
- A minimum of five years of experience liaising with donors, volunteers and executive staff;
- A minimum of five years of extensive experience working with high net worth donors and familiarity with fundraising and philanthropy in an academic environment or in the non-profit sector;
- A minimum of five years of relationship management and stakeholder relations experience;
- A minimum of five years of demonstrated project management and budget management experience;
- Demonstrated ability to multi-task and simultaneously co-ordinate a variety of projects and activities;
- Familiarity with fundraising strategies and activities and capacity to report on the impact of giving;
- Demonstrated knowledge of Raiser's Edge data management and reporting, or of a similar CRM;
- Strong knowledge of Microsoft Office products, in particular Word, Excel, Outlook and PowerPoint.

How to Apply:

Applications are being accepted until **November 27, 2022, 11:59 pm**. Please submit your cover letter and resume online through the "Career Opportunities" of our website:

<https://algonquincollege.wd3.myworkdayjobs.com/CareerOpportunities>.

This position is subject to the terms of the Support Staff Collective Agreement:

https://www.algonquincollege.com/hr/files/2019/04/2018-2022_college_support_ft.pdf

Algonquin College values diversity and is an equal opportunity employer. We offer an inclusive work environment and encourage applications from all qualified individuals. If you require accommodation during the recruitment process please contact the Human Resources department at humanresources@algonquincollege.com. While we thank all those who apply, only those to be interviewed will be contacted.