



Full-time Stewardship Officer (Repost)

Posting Link: [Career Opportunities](#)

Job Requisition ID: R174092

Please Note: If you are a current Algonquin College employee, apply to this job via the Workday application.

Department: Development and Fundraising

Position Type: Full-Time Support

Location: Ottawa Campus

Salary Range: \$40.39-\$46.64-Hourly

Scheduled Weekly Hours: 36.25

Anticipated Start Date: May 18, 2026

Length of Contract: n/a

Posting Information

Support Staff employees, as defined by the full-time Support Staff Collective Agreement, will be given first consideration.

Posting Closing Date: April 11, 2026

Please note: jobs are posted until 11:59 pm on the job closing date.

Land Acknowledgment:

Algonquin College campuses in Ottawa, Perth and Pembroke are located on the traditional unceded, and unsurrendered territory of the Anishinàbe Algonquin People. The Algonquin People have inhabited and cared for these lands since time immemorial. We take this time to express our gratitude and respect to them and to the land for all that it has provided and will continue to provide.

Job Description:

Reporting to the Director, Philanthropy, the incumbent plays a vital role in building and strengthening stewardship relationships with key stakeholders, including donors, external partners, and volunteers.

The Stewardship Officer works closely with the Director, Philanthropy, to develop and manage stewardship strategies and key initiatives aligned with fundraising objectives, strategic programs and events, and College-wide priorities that enhance overall institutional value.

The incumbent collaborates with members of the Advancement and Strategy management team to ensure the strategic and timely fulfillment of recognition and stewardship plans. They also work closely with Development staff to support the accurate and timely execution of stewardship activities.

In addition, the role is responsible for planning and executing donor appreciation and recognition events, preparing and delivering stewardship reports for donors, and overseeing the naming of College features in alignment with College policy and industry standards.

The incumbent works collaboratively with faculty, administrators, and a broad range of external stakeholders. They act as a change agent to lead and implement continuous improvement initiatives within the Advancement and Strategy team and the wider College community. The Stewardship Officer demonstrates professionalism, strict confidentiality, strong interpersonal and communication skills, and exceptional organizational and project management capabilities.

There is a strong emphasis on managing relationships with select donors, alumni, and external partners; ensuring financial stewardship and accountability; and overseeing contractual deliverables. The incumbent promotes the value of partnering with Algonquin College to secure and sustain philanthropic support and sponsorships, while enhancing the student and alumni experience.

Required Qualifications:

- Minimum three (3) year diploma/degree in Communications, English, Administration, Marketing, Public Relations, Project Management, Fundraising, Event Management, or related programs-of-study. ***Equivalent combination of relevant education and work experience may be accepted in place of formal education;***
- Certified Fund-Raising Executive (CFRE) or Master of Philanthropy and Nonprofit Leadership (MPNL) is an asset;
- A minimum of five (5) years of experience in the charitable sector, supported by involvement in the following areas:
 - o Familiarity with the fundraising cycle, donor motivations, and stewardship principles;
 - o Experience liaising with donors, volunteers or senior staff;
 - o Experience with event planning, including logistics, timelines, budgets, and communications;
 - o Excellent writing skills with the ability to produce clear, professional, and donor focused communication;
 - o Strong project management skills with high regard for accuracy and attention to detail;
 - o Knowledge of Raiser's Edge data management and reporting, or of a similar CRM;
 - o Strong knowledge of Microsoft Office products, in particular SharePoint, Word, Excel, Outlook and PowerPoint.

This position is eligible for hybrid work in conjunction with the College's *Flexible Work Arrangement Policy*. <https://www.algonquincollege.com/policies/hr26/> **(subject to change).**

This position is subject to the terms of the Full-Time Support Staff Collective Agreement: [SSCollectiveAgreementCurrent_E-1.pdf \(algonquincollege.com\)](#)

Why Join Algonquin College?

- **Compensation:** Many roles offer a competitive base salary and comprehensive benefits, including health, dental, and retirement plans designed to support your well-being. *Eligibility for benefits vary by position.* [Benefits | Careers](#)
- **Learning and Development Opportunities:** Access to training, tuition assistance programs (Algonquin College [Courses](#) and [Degree Completion](#)), certifications, workshops,

and professional courses that allow you to grow and advance in your career. [About Us | Employee Learning and Development](#). *Availability depends on role and employment status.*

- **Company Culture:** Our values of caring, learning, integrity, and respect define how we interact with one another. We foster a supportive and collaborative environment. Algonquin College has been recognized by Forbes as one of Canada's Best Employers for 2025 and one of Canada's Best Employers for Diversity for 2024
- **Inclusion, Diversity, Equity, and Accessibility (IDEA):** We are proud to be the first Ontario college to implement an Equity, Diversity, and Inclusion policy, fostering an inclusive workplace where all employees feel respected and valued. [Affinity Group Conversation Communities | Inclusion & Diversity & Truth and Reconciliation](#)
- **Flexible Work Arrangement Policy.** Select positions are eligible for hybrid work in accordance with the College's Flexible Work Arrangement Policy <https://www.algonquincollege.com/policies/hr26/> (*subject to change*).

How We Use AI in Hiring:

Algonquin College uses artificial intelligence technology to assist in screening and assessing applicants and their applications, while ensuring that all processes respect and uphold the provisions of applicable collective agreements above all else.

Accessibility:

Algonquin College values diversity and is an equal opportunity employer. We are committed to fostering an inclusive, equitable, and culturally respectful workplace. We offer an inclusive work environment and encourage applications from candidates of all backgrounds, including Indigenous peoples, persons with disabilities, members of racialized groups, and individuals from diverse communities. 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.