



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/27

## Donor Stewardship Coordinator

<b>Job ID</b>	<b>92-23-D2-D1-63-2E</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=92-23-D2-D1-63-2E">https://careers.indigenous.link/viewjob?jobname=92-23-D2-D1-63-2E</a>	
<b>Company</b>	Red River College	
<b>Location</b>	Winnipeg, Manitoba	
<b>Date Posted</b>	From: 2019-10-09	To: 2019-10-23
<b>Job</b>	Type: Full-time	Category: Education
<b>Languages</b>	English	

### Description

Donor Stewardship Coordinator (Term)

Development, Strategy and Communications

Position Location: Notre Dame Campus (Winnipeg, MB)

Full-Time, Term Position Available

Anticipated November 11, 2019 up to November 21, 2020

An eligibility list may be created for similar casual, part-time, full-time, and term positions

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

Duties: Reporting to the Director, Development, the Donor Stewardship Coordinator is responsible for all aspects of the records and gifts in the alumni/advancement database in Raiserâ€™s Edge. This position has significant responsibilities in the areas of data and gift entry to ensure all gift processing is accurately recorded and reconciled with Red River Collegeâ€™s financial services. This position oversees the integrity, consistency and maintenance of all constituent and gift data and is the frontline for internal and external stakeholders.

### REQUIRED QUALIFICATIONS

- Diploma in accounting or business related field or formal education in database management. An equivalent combination of experience and education may be considered
- Extensive experience in non-profit gift processing
- Experience creating queries, and mail merges to be used for creating receipts, acknowledgements, invoices and pledge reminders, etc.
- Coordinates and prioritizes day-to-day gift processing activities and ensures the accurate processing of all methods of payment
- Experience with financial reconciliation and budget monitoring
- Experience coordinating meetings and small events
- Experience issuing charitable donationsâ€™ tax receipts following CRA regulations
- Monitor and update the development departmentâ€™s fundraising and alumni database (specifically gifts/funds/associated records) data to ensure accuracy for both fundraising and financial representation
- Proficient with MS Office Suite including Outlook, Word, Excel
- Excellent oral communication skills
- Strong written communication skills
- Ability to organize, multi-task and meet very distinct deadlines
- Ability to take initiative, work independently and complete tasks with minimal supervision and direction
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

### ASSET QUALIFICATIONS

- Experience working for Post-Secondary Institutions in a gift processing capacity
- Bachelorâ€™s degree in Accounting or Business related field
- Experience working with Raiserâ€™s Edge
- Experience providing financial reports

### CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

### How to Apply

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

Apply to Red River College by email: [humanresources@rrc.ca](mailto:humanresources@rrc.ca)

An eligibility list may be created for similar casual, part-time, full-time, and term positions

We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.

Competition #: 2019-249

Closing Date: October 23, 2019

Salary: \$47,302 - 64,683 per annum

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or selection process, Human

Resource Services will work with the applicant to meet the accommodation needs.  
For more information and other employment opportunities, visit [www.rrc.ca/hr](http://www.rrc.ca/hr)  
2055 Notre Dame Ave, Winnipeg, Manitoba, Canada R3H0J9