



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.Links 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

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Job Board Posting



Careers.Indigenous.Link

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Stewardship Officer

Job ID	C4-FA-4C-16-A7-C5	
Web Address	https://careers.indigenous.link/viewjob?jobname=C4-FA-4C-16-A7-C5	
Company	University Of Guelph	
Location	Guelph, Ontario	
Date Posted	From: 2021-10-13	To: 2021-11-12
Job	Type: Full-time	Category: Miscellaneous
Languages	English	

Description

Temporary, full-time position (from October 1, 2021 to September 30, 2023) â€“ Guelph, ON

This is an exciting opportunity to join a high-performing team of passionate professionals at the University of Guelph, one of Canadaâ€™s leading comprehensive research-intensive universities.

The department of Alumni Affairs and Development (AA&D) advances the mission of the University of Guelph by raising private support and building relationships with a broad range of stakeholders, ranging from alumni and friends to corporations and foundations. As a Stewardship Officer, youâ€™ll be a member of the AA&D team and, as such, epitomize the departmentâ€™s shared values of respect, empowerment, integrity, appreciation, and forward focus. Working with the Associate Director, Stewardship and Donor Relations, and in collaboration with the Major Gift Fundraising and Annual Giving teams, you will be responsible for developing and executing a strategic stewardship program for donors under \$500,000, with the goal to encourage donor retention and, ultimately, increase revenue. Approximately 20 per cent of your time will focus on annual giving stewardship (\$1 - \$25K), with 80 per cent focusing on major gift stewardship (\$25K - \$500K).

Based on your own analysis of the existing stewardship journey, to identify opportunities to create more impact, you will develop an annual stewardship program of stewardship deliverables and/or communications based around annual initiatives such as National Philanthropy Day, Giving Tuesday, holidays, etc., that will serve as turnkey tools for the fundraisers to execute with their donors. As a Stewardship Officer, you will also help to develop mass communications for donors.

An integral part of your work in developing an annual stewardship program will involve creating and executing impact reports around highest-priority fundraising and areas of giving that have a critical mass of donor support. In addition, you will work collaboratively with the Annual Giving team, focusing on class project stewardship as well as assisting with procuring content for annual giving stewardship initiatives.

REQUIREMENTS

To assume the role of Stewardship Officer, you should be an analytically skilled relationship builder and fundraiser with a profile that includes:

- â€¢ An undergraduate degree and two (2) to three (3) yearsâ€™ related experience in previous donor relations, journalism or public relations management, with evidence of increasing responsibilities and project management/supervision, or an equivalent combination of education and experience.
- â€¢ Superior written and verbal communication, knowledge transfer and interpersonal skills.
- â€¢ Proven ability to interact effectively with peers, managers and faculty.
- â€¢ Proven track record of success in fundraising in large and complex fundraising projects, especially major, multi-year capital campaigns, with specific experience in donor stewardship.
- â€¢ Ability to think and act quickly and effectively under pressure, exercising tact, diplomacy, discretion and good judgment.
- â€¢ Computer literacy in Microsoft Office applications and fundraising databases.
- â€¢ Proven management experience, including budget planning and analysis.
- â€¢ Excellent demonstrated analytical skills.

ASSET:

• Camera, video production skills and/or graphic design experience.

NOTE: This appointment is regularly performed on-campus but, due to the COVID-19 pandemic, will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

The University of Guelph (www.uoguelph.ca) is one of Canada's leading research-intensive comprehensive institutions, with a record of outstanding scholarship in the arts, humanities, social sciences, life sciences, physical and engineering sciences, agriculture and veterinary sciences. This is your chance to join us in our endeavour to improve life.

To view a detailed posting for the role of Stewardship Officer, including application instructions, please go to our website at www.uoguelph.ca/hr/careers. Applications, quoting Hiring #2021-0502, must be sent to: careers@uoguelph.ca.

At the University of Guelph, fostering a culture of inclusion is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

How to Apply

[Click Apply Now](#)