

# Donor Stewardship Coordinator (Term)

## Development, Strategy and Communications

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.

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

### 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 Raiser'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 College'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 donations' tax receipts following CRA regulations
- Monitor and update the development department'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

### ASSETS

- Experience working for Post-Secondary Institutions in a gift processing capacity
- Bachelor's degree in Accounting or Business related field
- Experience working with Raiser'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

### COMPETITION NUMBER

2019-249

### CLOSING DATE

October 23, 2019

### SALARY

\$47,302 - 64,683 per annum

### POSITION LOCATION

Notre Dame Campus  
(Winnipeg, MB)

### POSITION TYPE

Full-Time, Term Position Available

Anticipated November 11, 2019 up to  
November 21, 2020

### APPLY BY EMAIL TO

humanresources@rrc.ca

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.

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



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 interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit [rrc.ca/hr](http://rrc.ca/hr)

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