

Title: Manager, Stewardship

Status: Full time

Reports to: VP, Development

At the St. Joseph's Health Centre Foundation we are committed to continuing to transform St. Joe's as a leading community hospital that delivers the best care experiences to Toronto's west end. We are guided by our mission to inspire philanthropy from our community and raise the funds needed to support that transformation.

St. Joe's has provided care for millions of people in Toronto's west end for more than a century. Today it is one Canada's busiest community teaching hospitals, looking after a vibrant community of over half a million.

The Foundation has grown in recent years to be a leading community hospital foundation with a strong and engaged board of directors. Following on the success of the recent \$100M+ Promise campaign, the Foundation is launching its most ambitious campaign thus far supporting the largest transformation of St. Joe's in its history. We are looking for energetic and hardworking team members to join our staff and help in this transformation.

Position:

The Manager of Stewardship is an integral part of the team. This role is focused on achieving the Foundation's goals and business objectives by building and executing a best in class donor stewardship program. The Manager of Stewardship works creatively to engage donors, recognize their support and report back regularly on the gift impact. Working closely with development team members, they will support the successful execution of the program.

The ideal candidate is a strategic thinker, relationship builder, clear communicator and a doer who likes a challenge. The role also requires an excellent administrator, someone who is detailed oriented with a high-level of organizational skills and has a hands on mindset. Ideally, they will know our west end community well and will work with the Foundation team to mobilize the community; build awareness of the Health Centre; and support fundraising across key portfolios.

Roles and Responsibilities:

- Acquire and maintain sound knowledge and understanding of the organization, including all projects and programs funded by the Foundation
- Work closely with Major Gifts, Annual Programs and Events teams to develop donor acknowledgment, recognition and stewardship strategies, and deliver systematic and customized materials to both donors and prospective donors, as required
- Draft stewardship reports for donors and volunteers, meeting all deadlines
- Oversee donor recognition events, working in collaboration with our development and events team
- Prepare personal appreciation and stewardship letters
- Oversee and execute donor recognition deliverables including donor signage
- Evaluate partners' and donors' satisfaction, and work towards continuous improvement, with the goal of increasing and/or diversifying revenue potential and deepening donor relationship

- Maintain relationship data for stewardship activities and reporting requirements in CRM database (Raiser's Edge NXT)
- Contribute to Foundation team initiatives, plans and meetings
- Remain abreast of best practices in the field of donor engagement, recognition and stewardship
- Attend events as necessary
- Perform other duties as assigned or requested

Qualifications:

- University or college degree required
- At least five years of related experience; fundraising, stewardship, relationship management
- Fundraising experience in health care environment preferred
- High level of proficiency with Microsoft Word and PowerPoint
- Proficiency in working with a CRM, experience with Raiser's Edge products is an asset
- Outstanding communicator and strong team member
- Superior writing skills
- Strategic thinker
- Organizational skills and detail oriented is a must
- Strong analytical and problem solving skills

The Foundation team works in a mixed model (onsite and remotely). At least a few days a week are onsite with the team.

If you feel that you would be a good fit for this position and the Foundation, we invite you to apply by 5:00pm (EST) on October 21, 2022 via the [Unity Health website](#).

Applications will be reviewed on an ongoing basis before the application deadline closes. We thank all applicants for applying, however, only qualified candidates selected for an interview will be contacted.