



## Stewardship Coordinator

York University Foundation supports the academic and research priorities of York University. We are in the midst of York to the Power of 50—our \$200 million 50th anniversary fundraising campaign for York University. Along with the support of the University, a dynamic Board of Directors, dedicated professional staff and an outstanding team of campaign volunteers, York to the Power of 50 has secured pledges of more than \$190 million to date.

If you thrive in a fast paced environment where dedication, teamwork and a sense of fun are essential, join us in achieving this philanthropic milestone.

York University Foundation is seeking to fill the role of a Stewardship Coordinator, during a maternity leave for a period of 14 months. Reporting to the Manager, Donor Stewardship the Stewardship Coordinator employs exceptional information management and organizational skills to provide tactical support to both the Stewardship Team and Development staff in the critical role of donor stewardship and recognition, particularly that which relates to the close of the comprehensive Campaign. The Stewardship Coordinator will maintain the integrity of donor database records and play a supportive role in the Foundation's donor recognition events.

### **Responsibilities:**

- Collaborate and assist with the development of donor recognition policies, standards and stewardship strategies.
- Provide support to Manager Donor Stewardship, Stewardship Officer and Development staff to ensure that donor recognition and stewardship polices and procedures are followed.
- Prepare donor recognition and stewardship correspondence related to the development of gift agreements and internal recognition approval processes.
- Using advanced Excel and Access skills, manipulate data to assist in the development and delivery of donor listings, endowment financial reports and donor stewardship reports.
- Ensure all documentation related to donors and their gifts is current and up-to-date, maintained in the filing classification system and ensure transfer of time-sensitive information to database records.
- Conduct Research to assist in the creation of meaningful stewardship reports that illustrate to donors the impact of their gifts.
- Provide support to the Stewardship Team to assist in pledge fulfillment and pledge renewal.
- Liaise with York University Facilities department for proper installation and administration of physical recognition (signage), such as the Trees and Benches Program and Accolade seat recognition. This includes creating and maintaining a physical inventory of all recognition signage across campus.
- Review, update and maintain recognition inventory for the University's cumulative giving wall.
- Provide support at YUF events, especially at the Foundation's annual donor recognition event and reception.

### **We are looking for the following Qualifications/Skills:**

- A university education or equivalent combination of education and fundraising experience
- Minimum of one year of professional fundraising or related experience, preferably in an educational setting
- Advanced computer skills in MSOffice, especially in Excel and Access (export information into existing formatted tables, working knowledge of vertical and horizontal look-ups, pivot tables, merge documents and advance sorting and filtering)
- Working knowledge of Internet search engines and fundraising databases (inputting, extracting and maintaining donor database records)
- Demonstrated ability to work effectively in a team oriented work setting of high volume workloads combined with multiple tight deadlines.
- Professional, customer service approach with colleagues and external stakeholders
- Ability to speak, write and edit at a senior level in the English language

To be considered, interested candidates should forward their resume and a covering letter stating salary expectations. We thank all applicants for their interest; only those selected for an interview will be contacted.

### **Job Contact Information:**

Ana P. Fini, HR Coordinator

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**Closing date: Friday, November 20, 2009**