



**CALGARY
FOUNDATION**
FOR COMMUNITY, FOREVER

DONOR STEWARDSHIP ADVISOR

Employment Type: Full time - Permanent (37.5 hours per week)

Location: Calgary, Alberta (applicant must reside in Calgary and area)

Starting Salary Range: \$72,500 - \$77,500 per year. The final compensation for this position will be determined based on individual factors, including education, qualifications, experience, and internal equity.

WHO WE ARE:

Since 1955, Calgary Foundation ("Foundation") has been nurturing a healthy, vibrant, giving and caring community. As a community foundation made up of 53 staff members and 100+ committee volunteer, we facilitate collaborative philanthropy by making powerful connections between donors and community organizations for the long-term benefit of Calgary and area.

The Foundation is committed to equity for all people who face barriers due to any of the factors protected by human rights legislation. The Foundation is committed to Reconciliation in accordance with the recommendations of the 2015 National Truth and Reconciliation Report. Through learning, awareness raising, and skill building, we are committed to maintaining a culture where everyone can flourish. Our equity journey is intentional. Meaningful participation from all team members collaboratively and individually is expected.

OUR VALUES ARE:

Accountability – We are answerable to the community and our stakeholders for our practices and results.

Compassion – We care about people and consider individual and community wellbeing.

Excellence – We aspire to exceptional performance and are committed to best practices.

Inclusiveness – We embrace diverse knowledge, backgrounds and perspectives and encourage collaborative communities.

Integrity – We are trustworthy, honest, reliable and ethical.

WHAT WE ARE LOOKING FOR:

Reporting to the Vice President, Donor Engagement, you will advance the Vision and Mission of Calgary Foundation by:

Working with the Donor Stewardship team to effectively steward donor relationships in the interests of facilitating and strengthening donor support for the Foundation and the community.

WHAT YOU WILL BE DOING:

Working closely with the Donor Stewardship team, this position supports donor relationships after the establishment of Donor Advised and Designated Funds (with the exception of Student Award Funds). This role helps to create and implement stewardship strategies that align the Foundation's priorities and the philanthropic interests of donors. Significant emphasis is on providing knowledgeable guidance and support around community needs, grantmaking, and Fund activity to existing donors, and often their multi-generational Fund successors.

Other key responsibilities include: working with team members to ensure timely and efficient grant processing, distribution and reporting of donor grants; helping to mitigate the Foundation's risk in donor advised grantmaking by striving to ensure adherence to Canada Revenue Agency requirements; and playing a strong ambassadorship role with donors, charities and the community at events and gatherings.

PRIMARY OUTPUTS:

- Steward and inform the Fund activity, community interests and grantmaking of donors with primarily straightforward Fund structures and granting interests, while working with other Donor Stewardship team members to address more complex donor needs.
- Support assigned donor relationships.
- Identify opportunities for alignment and leveraging between donor interests, charitable needs, and TCF community priorities and initiatives.
- Support the organization's donor engagement strategy by working directly with the Donor Relations Team.
- Inform multi-generational family philanthropy discussions.
- Act as connector and liaison between donors and charities/qualified donees.
- Work with team members to ensure the timely and efficient processing and distribution of donor grants.
- Help to implement risk mitigation processes for donor advised granting.
- Report on Donor Advised/Designated granting activity through the Foundation's various reports and other communications material.
- Write and produce tools and communications for donors and their families to inform and assist them with their grantmaking.

WHAT YOU BRING:

Education, Skills and Experience:

- Communications, public relations, non-profit management, or business degree from an accredited post-secondary institution required.
- Minimum three years' experience working in donor relations and stewardship, charitable foundation, or related field preferred.
- Highly professional, experienced relationship-builder with exceptional diplomacy, listening and negotiating skills, and the ability to build trust and elicit confidence.
- Demonstrated superior verbal and written communications skills.

- Proven strong problem-solving and organizational skills, resourcefulness, and ability to achieve deadlines.
- Understanding of Charities Directorate (Canada Revenue Agency) rules and guidelines relating to charitable gifts and donors an asset.
- Proficient in MS Office essential, and experience with non-profit CRM software such as MicroEdge FIMS or Blackbaud Raiser's Edge an asset.

WHAT SUCCESS LOOKS LIKE:

- Evidence of maintained or increased donor satisfaction through individual or organizational surveys.
- Accountable activity evidencing deepened relationships with existing donors.
- Demonstrated and growing knowledge of community needs, grantmaking and family philanthropy.
- Donors seek philanthropic guidance about supporting family legacies and grantmaking.
- Timely and accurate distribution of Donor Advised and Designated grants.
- Percentage of Donor Advised Funds actively supporting qualified donees.

WHY WORK AT CALGARY FOUNDATION:

You seek a career with purpose. You have a passion to build a healthy and vibrant community where everyone belongs. You thrive with challenging work and value a culture of collaboration, professionalism and mutual respect.

Calgary Foundation is an equitable employer, and we encourage applications from members of groups who face historical and/or current barriers to equity. We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our community.

HOW TO APPLY:

Interested candidates are encouraged to submit, via email, a cover letter and resume combined in PDF format, by 4:00pm September 16, 2026, to Tracy Maracle, Vice President, Governance & Human Resources to email: careers@calgaryfoundation.org

In addition to salary, a comprehensive benefits package, participation in a matching RRSP program, and a hybrid work environment are also offered.

We thank all applicants for their interest, but only those selected for an interview will be contacted. For information regarding the Calgary Foundation please visit calgaryfoundation.org.

ADDITIONAL INFORMATION:

- All applicants must be legally entitled to work in Canada at the time of the application.
- If you need accommodation during any stage of the recruitment process, please email tmaracle@calgaryfoundation.org. Information relating to the need for accommodation and accommodation measures will be addressed confidentially.