



DONOR STEWARDSHIP ADVISOR

Full time (37.5 hours per week)

Salary: \$72k - \$81k

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 50 staff members and 80+ committee volunteers, we facilitate collaborative philanthropy by making powerful connections between donors and community organizations for the long-term benefit of Calgary and area.

As the city evolves, Calgary Foundation evolves with it. Our journey has taken us from a responsive grantmaker to a proactive community builder, with the courage and commitment to explore complex, systemic societal challenges in our city.

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.

The Foundation has committed to active reconciliation in accordance with the Truth and Reconciliation Commission (TRC) 94 calls to action and United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) as an important and integrated part of our culture. In addition, Calgary Foundation is on a journey of establishing a culture of racial equity focused on the proactive counteraction of race inequities, both inside and outside the organization. Our reconciliation and racial equity journey is intentional, with meaningful participation from all team members both collaboratively and as individuals.

WHAT WE ARE LOOKING FOR:

The Donor Stewardship Advisor will advance the vision and mission of the Calgary Foundation ("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 oversees the fostering of new to long-term, and straightforward to complex donor relationships after the establishment of Donor Advised and Designated 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 donors and often their multi-generational Fund successors, who may have unique or complex Fund structures and granting interests.

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:

- Play an integral role in shaping and implementing the Foundation's Donor Relations strategy.
- Support multiple straightforward to complex donor relationships with informed and experienced stewardship.
- Become a trusted resource to highly engaged and sophisticated donors by providing knowledgeable guidance related to diverse Fund activity, broad community needs and effective grantmaking.
- Counsel and support multi-generational families in their philanthropy.
- Identify opportunities for alignment and leveraging between donor interests, charitable needs, and CF community priorities and initiatives.
- Act as connector and liaison between donors and charities/qualified donees.
- Work with team members to ensure the timely, accurate 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 Board reports, Annual Report 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 five 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.
- Increased alignment of donor interests with the Foundation's community priority areas.
- 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 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 resume in PDF format and cover letter, by May 1st, 2024, 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.