Stewardship Accountability Manager

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Professional and Managerial Group

Stewardship Accountability Manager

Alumni Affairs and Development

Hiring #: 2019-0419

Please read the Application Instructions [1] before applying

This position of Stewardship Accountability Manager is an opportunity to join a high-performing team of passionate fundraising professionals at the University of Guelph, one of Canada’s leading comprehensive research-intensive universities.

The department of Alumni Affairs and Development (AA&D) advances the mission of the University of Guelph by raising private support and building relationships with a broad range of stakeholders ranging from alumni and friends, to corporations and foundations. As a member of the AA&D team, the Stewardship Accountability Manager epitomizes the department’s shared values of respect, empowerment, integrity, appreciation and forward focus.

Stewardship and effective donor relations means ensuring that people who donate money to the University feel that their gifts are appreciated and have directly benefited the University, its faculty, staff and students. It involves thanking and recognizing donors, as well as ensuring the University is accountable to donors on how their gifts are spent. A goal of good donor relations is to have donors who feel informed about the University and involved in its vision and plans for the future. Effective stewardship of donors is the first step towards their next donation. If done well, it greatly increases not only the probability of future gifts but the size of those gifts. This function is critical to retention of the University’s existing donor base, to achieving fundraising goals and the overall University of Guelph’s future fundraising success.

The annual fundraising results for the University of Guelph have doubled from past years, and the size of the University’s donor base has increased exponentially. As well, changing trends in donor relations are creating a need for more dedicated resources. Today, donors demand a personal, donor-centered approach that includes personal interaction, targeted communication and individual reporting of measurable results on past giving.

AA&D is currently seeking an experienced professional to contribute to the process of building and enhancing life-long relationships, including philanthropic contributions by providing leadership and oversight to ensure that accountability requirements associated with private support for major gifts of $100,000 or more to the University of Guelph are fulfilled. Entrusted with great autonomy, this would involve providing the vision, management, creation and coordination of strategic, customized donor documents relating to donor endowed funds, private supported chair and faculty positions, major gift stewardship and annual project communications.

Reporting to the Associate Director, donor relations and stewardship, the stewardship accountability manager is part of the Donor Relations & Stewardship team and will be responsible for:

• Oversight of implementation and fulfillment of deliverables and commitments in signed gift agreements

• Management and oversight of communications to private funders

• Management, creation and strategic presentation of customized annual donor reports and Chair and faculty reports as outlined in gift agreements

• Management, creation and strategic presentation of stewardship profiles
• Collaborating with the front line fundraising team to ensure a fulsome stewardship strategy for all major donors.

• Management of university-wide award communications to donors and liaising between Student Financial Services and Alumni Affairs and Development regarding donor-supported awards.

Requirements for this position include: An undergraduate degree and two (2) years’ experience in donor relations, writing, journalism or public relations in a profit/or non-profit environment, or an equivalent combination of education and experience. This position requires superior communication skills (written and verbal) and preferred copy editing, graphic design and print production experience. Experience working on a fundraising team on large and complex fundraising projects especially major, multi-year capital campaigns, with specific experience in donor stewardship. Proven project management experience along with demonstrated analytical, strategic-thinking, adaptability, communication and relationship-building skills are essential combined with business level use of Microsoft Office Suite of programs and end-user database proficiency.

Position Number         394-073
Classification               P04*

Professional/Managerial Salary Bands [2]

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 07 22
Closing Date: 2019 07 29

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