



PROVIDENCE

ANNUAL FUND DEVELOPMENT COORDINATOR

For nearly a century, Providence has been a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service. Our vision is to become a leading Canadian Christ-centred university that transforms students into leaders of knowledge, character, and faith to serve Christ in a changing world.

POSITION OVERVIEW

Reporting to the Vice President External Relations, the Annual Fund Development Coordinator is responsible for strategic planning, execution, and management of Providence's annual gifts program ("The Providence Fund") and other Development related initiatives as assigned.

SUMMARY OF DUTIES AND RESPONSIBILITIES

The Providence Fund

- Development of annual dollar and donor goals for the Providence Fund, alongside institutional leadership.
- Development of an annual strategy by which to obtain the dollar and donor goals set out for the Providence Fund.
 - Provide monthly reports to institutional leadership on the progress achieved towards these goals.
- Direct Response Solicitation leadership, including writing appeal letters, coordination of data, and the dispersal of both mail and email appeal letters and reminders.
- Phone-A-Thon initiative leadership, including:
 - Oversight of the hiring, training, and supervision of student workers;
 - Organization of initiative logistics including preparation and ongoing organization of scripts, calling sheets, and pledge cards.
- Leadership of the Calendar and Fiscal Year End Campaigns, including:
 - Writing appeal content;
 - Coordination of data gathering;
 - Leadership and coordination of calling campaign;
 - Dispersal of both mail and email appeal letters and reminders.
- Harvest Festival Banquet event leadership, including:
 - Organization of event logistics including meal, set up and tear down.
 - Organization of theme and speaker, promotional materials (Save the Dates, Invitations, Posters, Radio and other advertisements).
 - Organization of event logistics including registration, ticketing, and seating.
 - Solicitation of event sponsorships. This includes researching new donors, cultivating and asking past donors, and stewardship of donors;



PROVIDENCE

- Organization of programmatic logistics including video, speaker, musical guest(s), IT requirements, volunteer recruitment/direction and the presentation of an opportunity to partner with Providence;
- Leadership, delegation, and follow-up on action items that relate to Harvest Festival Banquet organization where other employees are involved.
- Providence Golf Classic event leadership, including:
 - Solicitation of event sponsorships, Raffle prizes, Participant gifts and prizes, and Silent Auction participation. This includes researching new sponsors and donors, cultivating and asking past sponsors and donors, and stewardship of sponsors and donors;
 - Organization of event logistics including meals, registration, game play, prize organization, day-of set up tasks, signage, promotional materials (Save the Dates and Invitations), volunteer recruitment/organization, and development of dinner programming;
 - Leadership, delegation, and follow-up on action items that relate to Golf Classic organization where other employees are involved.
 - Liaison with Quarry Oaks or other Golf Course as required.
- Day 4 Prov event leadership, including:
 - Solicitation of event match/challenge gifts. This includes researching new match donors, cultivating and asking past match donors, and stewardship of match donors;
 - Organization of event logistics including day-of activities, prizes, meals, day-of set up tasks, etc.;
 - Leadership, delegation, and follow-up on action items that relate to Day 4 Prov organization where other employees are involved.
 - Strategy and content development for marketing the event;
 - Liaison with External Relations and other Department partners as required.
- Leadership of the Staff and Faculty Campaign efforts, including:
 - On-going relationship development with Staff and Faculty;
 - Advocacy for giving to Providence with Staff and Faculty, and the presentation of opportunities for Staff and Faculty to give to Providence.
- Leadership of other annual fund events and initiatives as assigned.

Constituent Solicitation, Cultivation, Engagement, and Stewardship

- Serve as fundraiser for Providence, especially as the work relates to annual gifts.
- Develop relationships with donors and prospects, including scheduling and arranging on-site and off-site meetings, luncheons or visits.
- Strategically propose asks to donor prospects for one-time gifts, monthly gifts, multi-year pledge gifts and planned gifts.
- Ensure the on-going stewardship of constituents assigned to their prospect management portfolio. This includes ensuring that best practices are in place for stewardship of donors and prospects, and that relevant and innovative fundraising messages are developed for diverse demographic and geographic supporters.



PROVIDENCE

The Bell Tower Society

- Development of an annual strategy by which to obtain the goals set out for the Bell Tower Society.
- Oversight to the strategic prospecting, solicitation and stewardship of the Bell Tower Society donors, including the creation of a biannual stewardship letter.
- Maintenance of accurate records that reflect the written commitment of Bell Tower Society members.
- Develop and update engagement promotional materials for the Bell Tower Society.

The President's Circle

- Organize the drafting, finalization, printing and dispersal of two updates throughout the fiscal year to President's Circle members (donors who give \$1200 or more annually).
- Organize the annual recognition strategy for President's Circle members.
- Develop and update engagement promotional materials for President's Circle level giving.

Institutional and Departmental Activities

- Participation in a strategic planning initiatives to guide Development, specifically annual fund, activities and goals.
- Website content oversight as it relates to annual fund initiatives.
- Institutional committee work as assigned.

PERSONAL COMMITMENT

- To be in good standing with a local church;
- An enthusiastic personal faith commitment;
- A commitment to Christian higher education and to Christian ministry;
- Affirm the Covenant of Faith of Providence University College and Seminary as outlined in the Staff Handbook;
- Able and willing to uphold the Covenant Of Community Life and model conduct accordingly;

EDUCATION & QUALIFICATIONS

- Bachelor degree required;
- Experience in fundraising and/or sales, including, major and minor gift work, Annual Fund development, etc. an asset;
- Experience and/or education in the field of event management an asset;
- Proficient in MS Office 365;
- Working knowledge of various computer software products.

SPECIALIZED SKILLS & KNOWLEDGE

- Demonstrated leadership skill;
- Ability to write proposals, solicitations, correspondence, reports, and other materials internally and externally;
- Ability to secure major gifts at the leadership level and beyond from individuals, businesses, foundations;



PROVIDENCE

- Ability to engage with a donor's long-term plan and vision to anticipate future gifts, as appropriate;
- Ability to conduct research, gather data, analyze information, and prepare effective, accurate and timely reports;
- Demonstrated ability to strategize for, implement and build engagement programs;
- Demonstrated keen interest in public relations and networking with a range of people;
- Ability to Prioritize tasks on a descending scale of critical importance.

COMPETENCIES

- Confidentiality: Ability to handle confidential information, and navigate sensitive situations professionally;
- Integrity and honesty: Contributes to a team approach in development and donor relations;
- Public Relations: With community; external constituents, and internal staff/faculty donors and volunteers;
- Exceptional interpersonal skills: The ability to interact effectively with academic leadership, faculty, prospects, donors and volunteers in a wide range of roles;
- Strong ethical judgment: Demonstrated commitment to ethical fundraising principles and practices of annual giving;
- Strong Administrator: Ability to manage a budget and consider the relative costs; Demonstrated capacity for both details and vision of a team;
- Innovative thinker/visionary: Ability to translate strategic thinking into action plans and output;
- Relationship management: Proven strengths in relationship management, experience working with people;
- Knowledge: High level of knowledge based on reading external constituents and of the Institution;
- Initiative: A willingness to take on responsibilities and challenges;
- Communication: Excellent skills both oral and written and interpersonal communication;
- Attention to detail: Attentive to detail and thorough in completing work tasks;
- Multi-task: Ability to work on multiple assignments with minimal supervision while achieving targets.

WORK ARRANGEMENTS

- Work Independently;
- Job-related travel;
- Work evenings and weekends as warranted.

APPLY

- To apply, submit a Cover Letter and Resume by email to:
Samantha Groenendijk, Vice President External Relations
c/o Marlin Reimer, Human Resources Manager
Email: hr@prov.ca
- Targeted start date for position: As soon as possible
- Consideration of applications will continue until the position is filled.
- All qualified candidates are encouraged to apply; however, Canadian citizens and Permanent Residents will be given priority.