



# PROVIDENCE

## ANNUAL FUND DEVELOPMENT COORDINATOR

For 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 Director of Development, 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 STRATEGY

- Develop annual fundraising and donor goals in collaboration with the Director of Development and institutional leadership
- Create and implement an annual strategy to achieve these goals
  - Provide monthly progress reports to institutional leadership
  - Manage all events and solicitations tied to the annual strategy, as detailed below

#### Direct Response Solicitations

- Lead all direct mail and email appeals, including writing, data coordination, and distribution.
- Oversee the Phone-A-Thon: hire, train and supervise student callers; manage scripts, call sheets, and pledge tracking
- Lead Calendar and Fiscal Year End campaigns: write appeals, coordinate data, coordinate calling efforts among the team, and oversee all communications

#### Major Events (Harvest Festival Banquet & Providence Golf Classic)

- Lead planning and execution of major fundraising events, namely the Harvest Festival Banquet and the Providence Golf Classic
- Manage all logistics: venue and vendor coordination, meals, setup and teardown, registration, ticketing, signage, and volunteer recruitment/direction
- Coordinate program elements including speakers, entertainment, videos, IT needs
- Collaborate with Marketing team to develop promotional materials (save the dates and invitations, sponsorship materials, social media, radio ads, slide decks) as well as any needed video components
- Secure event sponsorships, raffle and auction items – research, solicit, and steward sponsors and donors



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- Lead, delegate, and follow up on staff assignments

## **iSupportProv Giving Day**

- Develop content and recruit student reps for story generation
- Coordinate all campaign-day communications, logistics and activities
- Secure matching/challenge gifts – research, solicit, and steward match donors
- Collaborate with Marketing to produce any visual content needed, including video, social media content, and other graphic design work
- With the support of Development and Marketing, recruit campaign ambassadors

## **Staff & Faculty Campaign**

- Build and maintain relationships with staff and faculty
- Promote and facilitate employee giving opportunities

## **DONOR ENGAGEMENT**

- Develop and maintain relationships with donors and prospects through meetings and visits
- Strategically solicit one-time gifts, monthly gifts, multi-year pledges, and planned gifts

## **THE PRESIDENT'S CIRCLE**

- Manage creation and distribution of two annual updates to the President's Circle members (donors giving \$1,200+ annually)
- Manage recognition strategies and promotional materials for President's Circle donors

## **INSTITUTIONAL AND DEPARTMENTAL ACTIVITIES**

- Participate in strategic planning for Development and annual fund activities and goals
- Alongside the Director of Development, oversee website content oversight as it relates to annual fund initiatives
- Leadership of other annual fund events and initiatives as assigned
- Serve on institutional committees as assigned

## **SPECIALIZED SKILLS & KNOWLEDGE**

- Strong leadership and strategic management skills
- Exceptional written and verbal communication skills, including the ability to write proposals, solicitations, correspondence, reports, and other materials internally and externally
- Ability to secure major and leadership-level gifts from individuals, corporations, and foundations
- Adept at engaging donor's long-term philanthropic vision to anticipate and cultivate future giving opportunities



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- Strong analytical and research skills, with the ability to collect data and interpret findings
- Experience developing and executing engagement and stewardship strategies that strengthen commitment and increase participation
- Demonstrated keen interest in relationship-building and connecting with diverse stakeholders
- Organized, focused, and strategic, with the ability to manage multiple priorities

## 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

## 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; Strong familiarity with Raiser's Edge NXT or other CRM software an asset
- Working knowledge of various computer software products

## PERSONAL COMMITMENT

- An active personal Christian faith commitment.
- A commitment to Christian higher education.



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- Support the Providence mission, vision, and values.
- Affirm the Providence [Statement of Faith](#)
- Agree to abide by the Providence [Covenant of Community Life](#)

## WORK ARRANGEMENT

- This is a full-time, permanent position (37.5 hrs/week)
- This is mainly an in-person, on-site position based on our Otterburne campus, with some remote-work flexibility
- Some job-related travel
- Work evenings and weekends as warranted

## APPLY

Submit a cover letter and resume by email to:

Lindsey Post, Director of Development  
c/o Marlin Reimer, Director of Human Resources  
Email: [hr@prov.ca](mailto:hr@prov.ca)

Start Date: 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. Applications from women and members of underrepresented groups are especially welcome. We thank all applicants for their interest. However, only those selected to proceed in the application process will be contacted.

Further information about Providence University College and Theological Seminary may be found at [prov.ca](http://prov.ca).