PROVIDENCE

DONOR ENGAGEMENT ADVISOR

For over 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 Donor Engagement, this position advances Providence's fundraising efforts through strategic donor engagement, relationship management, and philanthropic development. Working within a small, collaborative team and alongside other departments, the role manages an assigned donor portfolio, facilitates engagement with institutional leadership, and advances strategic solicitations while supporting the day-to-day needs and shared responsibilities of the Donor Engagement department.

SUMMARY OF DUTIES AND RESPONSIBILITIES

CULTIVATION, SOLICITATION, ENGAGEMENT, AND STEWARDSHIP

- In collaboration with the Director of Donor Engagement, develop and implement engagement, retention, and stewardship strategies for an assigned donor portfolio.
- Build and maintain donor and prospect relationships through regular communication, meetings, and visits.
- Research and identify prospective donors, discerning if their charitable giving priorities align with Providence's mission.
- Strategically identify donors and prospects for direct engagement with the President or Director of Donor Engagement, facilitating connections through coordinated visits, meetings, and email introductions.
- Develop and advance strategic solicitations, including preparing donor proposals, cases for support, and personalized engagement materials.
- Coordinate donor recognition, updates, and stewardship activities to strengthen long-term relationships.
- Maintain accurate and timely donor records in Raiser's Edge NXT, including contact reports, briefing notes, and solicitation plans.

PHILANTHROPIC OPPORTUNITIES & SPECIAL INITIATIVES

- In collaboration with the Director of Donor Engagement, coordinate engagement and solicitation for areas outside of assigned portfolio, including:
    - Bell Tower Society: Engage prospective and existing donors in planned giving conversations and stewardship opportunities.
    - Scholarships: Engage prospective and current scholarship donors, prepare gift proposals and agreements, and coordinate ongoing stewardship and impact reporting.
    - Foundation Development: Maintain relationships with foundation representatives, identify relevant funding opportunities, and prepare

proposals and applications in collaboration with the Director of Donor Engagement.

INSTITUTIONAL AND DEPARTMENTAL ACTIVITIES

- Collaborate with the Director of Donor Engagement and team members in the planning and execution of Providence Fund initiatives, including Calendar and Fiscal Year-End campaigns, Direct Mail Solicitations, and other annual fundraising events.
- Participate in strategic planning and departmental initiatives to advance fundraising priorities, particularly major gift engagement at Providence.
- Participate in institutional committees and other departmental responsibilities as assigned.

SPECIALIZED SKILLS & KNOWLEDGE

- Donor relations experience in a not-for-profit setting
- Demonstrated ability to secure major gifts at a leadership level and beyond from individuals, businesses, foundations
- Demonstrated ability to strategize for, implement and build engagement programs
- Ability to engage with a donor's long-term plan and vision to anticipate future gifts
- Demonstrated keen interest in public relations and networking with a range of people
- Thorough understanding of donor life cycle and principles (discovery, cultivation, solicitation, and stewardship)
- Ability to write proposals, solicitations, correspondence, reports, and other materials for both internal and external audience

COMPETENCIES

- 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 philanthropy
- Confidentiality: Ability to handle confidential information and navigate sensitive situations professionally
- Innovative thinker/visionary: Ability to translate strategic thinking into action plans and output
- Relationship management: Proven strengths in relationship management, experience working with people
- Initiative: A willingness to take on responsibilities and challenges
- Communication: Displays strong oral, written and interpersonal communication skills
- Dependability: Reliable, responsible, and dependable; fulfills obligations
- 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's degree required
- Experience in fundraising and/or sales positions, including, major and minor gift work, Annual Fund development, etc. an asset
- Proficient in MS Office 365; strong familiarity with Raiser's Edge 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
- 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 1.0 FTE, 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
- A hybrid work arrangement may be considered for the right candidate
- Some job-related travel
- Work evenings and weekends as warranted

APPLY

Submit a cover letter and resume by email to:

Melissa Bechard, Director of Donor Engagement
Email: 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. Applicants must be legally entitled to work in Canada for this position. Applications from 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.