



Stewardship & Donor Relations Manager

The Community Foundation of Nova Scotia (CFNS) is a charitable giving facilitator. We help donors make sustainable philanthropic impact on causes they care about at the grassroots level. We endow funds for donors, manage donation programs, and convene conversations that make a positive difference in our communities. We do this through three funding streams: donor-advised funds, impact funds that target specific priorities, and community funds created and managed by communities.

Our ultimate vision is to build vibrant communities of respect, belonging and possibility across Nova Scotia that have the resources to care for their own needs.

The Opportunity

The Community Foundation of Nova Scotia is seeking a Stewardship & Donor Relations Manager to work closely with the CEO and a growing team of professionals to create and implement a donor stewardship strategy that aligns with the Foundation's purpose and the philanthropic interests of donors / fundholders. This is a new role that will include responsibility for designing, managing and evaluating a comprehensive donor relations and stewardship program that appropriately and consistently promotes interaction with - and recognition of - donors at all levels, as well as maintaining and deepening our philanthropic relationships.

Purpose of the Role

After years of steady growth, CFNS has set an ambitious goal to significantly increase philanthropic impact in Nova Scotia. This qualified professional will play a critical role in shaping the future of the Foundation through effective and impactful stewardship. As we strive to enable greater impact in communities and charitable causes across the province, we will place emphasis on connecting donors / fundholders with causes they care about and explaining the tools offered by CFNS. The Stewardship & Donor Relations Manager will work as a partner and collaborator with the CEO in building and advancing the strategy to allow for increased philanthropic activity to fuel more impact.

Key Responsibilities

- Develop and maintain a high level of customer service with donors / fundholders, as a primary point-of-contact for the organization.



- Design and contribute to CFNS's donor stewardship strategy and manage the implementation of stewardship processes.
- Identify opportunities for alignment and leveraging between donor interests, charitable needs and Foundation priorities and initiatives; act as connector and liaison between donors and charities/qualified donees.
- Evaluate and design best use of current CRM for the development of the stewardship program, then maintain current, reliable and accurate data in the system.
- Work with CFNS team members to oversee the processing, distribution and reporting of donor grants.
- Gather and evaluate (internal and external) data needed for a tired stewardship system and collaborate with the Director of Communications to create customized collateral.
- Conduct research and analysis and prepare regular timely reports and statistical information that supports the overall philanthropic strategy.
- Play a strong ambassadorship role at events and gatherings.
- Assess and streamline the implementation of the CFNS scholarships / awards program, working with donors to develop an understanding of individual intentions; plan, schedule and execute an effective program each year.

Role Structure

Reporting to the CEO, a full-time staff member, but with a flexibility in scheduling that could include a 3 or 4-day work week.

The role is based in our Halifax office, with options for hybrid work. Some travel for meetings with donors will be required.

Qualifications and Experience

- Post Secondary education in business, communications, non-profit management, human services, social sciences, or related discipline.
- The ideal candidate will have a minimum of 5-8 years of experience in client relations, service roles and / or donor relations and stewardship, with the confidence to work as a leader at a strategic level, while still being able to implement activities.
- Demonstrated ability to develop and implement strategy.
- Advanced computer skills required, including Microsoft Office and database management.



Attributes

- Resourceful with strong analytical and organizational skills, and ability to handle multiple tasks, set priorities and achieve deadlines.
- A natural relationship builder and team player; able to work independently and with a variety of individuals.
- Self-motivated with demonstrated willingness to take ownership of projects while working seamlessly within a positive team environment.
- Thrives in a high-volume, fast-paced environment that often varies in type and intensity of workload.
- Good listening, oral and written communications skills.
- Demonstrates commitment to continuing professional development.
- Flexible and adaptable and understands the nature of the not-for-profit environment, including the dynamics of working with a small team.
- A values-based working style; decisions and actions reflect the shared values of CFNS.

Other

Valid driver's licence and a vehicle that can be used for employment purposes (mileage covered).

Salary Range

\$65,000 to \$75,000 depending on hours and experience, plus health benefits.

Start Date

Flexible start date of early December 2023 or January 2, 2024

The Community Foundation of Nova Scotia is an equal opportunity employer and is committed to a culture that promotes diversity, equity, and inclusion. CFNS hires based on merit and is committed to employment equity. We encourage all qualified persons to apply and self-identify. For more information on CFNS, visit www.cfns-fcne.ca.

To apply, please send a cover letter and resume to daniel.holland@cfns-fcne.ca

Application deadline: Monday, November 6 at 6pm