



JOB POSTING

POSTING #:2024 - 37

POSITION TITLE: DONOR STEWARDSHIP SPECIALIST

SALARY RANGE: \$60,500 – 70,000

THE OPPORTUNITY

Join one of the [Top 10 Canadian Youth Impact Charities of 2022](#) today! Since 2010, Charity Intelligence has awarded Eva's with high marks for financial transparency, accountability to donors and cost-efficiency.

Learn more about Eva's Initiatives and the work that we do.

[Home - Eva's Initiatives for Homeless Youth \(evas.ca\)](#)

ROLE OVERVIEW

The Donor and Stewardship Specialist Role is crucial in strengthening donor relationships and ensuring our supporters are engaged, informed, and acknowledged for their contributions. This dynamic position, data-driven insights, and a deep commitment to donor stewardship.

Reporting to the Director of Development, the Donor Stewardship Specialist role requires strong technical skills in donor reporting while bringing a strong commitment to Equity, Diversity, and Inclusion (EDI) within donor relations, fostering an environment where all donors feel valued, respected, and connected to the organization's EDI journey.

RESPONSIBILITIES

Donor Stewardship:

- Draft and deliver all standard and customized stewardship reports for individuals, foundations, corporate donors, and grantors, ensuring data accuracy, integrity, and timely submission to the funders.
- Develop and implement comprehensive stewardship engagement activities to nurture and sustain long-term donor relationships, including crafting personalized communications and organizing donor recognition events, meetings, and personalized touchpoints to nurture and strengthen donor relationships.
- Collaborate with team members to draft targeted cultivation plans and write proposal content for major donors and prospects.

Research and Data Reporting:

- Lead research efforts to identify potential funding opportunities from individuals, foundations, corporations, and government sources.
- Track outcomes associated with grant projects and build and maintain a reporting system.
- Leverage data analytics to highlight specific outcomes and impacts of donor contributions.
- Maintain accurate donor records, relationship contacts, and support with donor mailing lists.
- Generate and manage reports to evaluate the effectiveness of stewardship activity and processes.
- Ensure compliance with privacy and data protection regulations.

Collaborative Teamwork and Project Management:

- Collaborate with the Development and Communications team to align donor communication and stewardship efforts with fundraising goals and initiatives.
- Work closely with other departments to gather program updates and success stories for donor communication materials.
- Contribute to output/outcome tracking and storytelling narrative for the annual report project.
- Support project management and delivery of Eva's integrated communications calendar of activities. This includes vendor and cross-departmental coordination of direct mail, digital, and newsletter campaigns.

Equity, Diversity, and Inclusion (EDI) competency:

- Integrate EDI principles into all donor communications, ensuring that messaging consistently reflects the organization's commitment to equity, diversity, and inclusion.
- Apply an understanding of anti-Black racism and anti-oppression principles to all donor communications, prospecting, and stewardship activities, promoting equity, diversity, and inclusion.
- Collaborate with the organization's Programs & Services and Equity teams to integrate Eva's broader racial equity goals and principles into donor stewardship activities.

QUALIFICATIONS

- Bachelor's degree in a related field (such as nonprofit management, business administration, or communications) is preferred.
- A solid understanding of anti-Black racism, anti-oppression, and social justice principles.
- Minimum of 3 years of non-profit experience in donor communications, stewardship, or a related field.
- Exceptional written and verbal communication skills.
- Strong project management and organizational skills.
- Experience with Adobe, Canva, and project management tools (Click Up, Trello, etc.) an asset
- Proficiency in donor database management and CRM software (RE NXT).
- Commitment to Eva's mission and values, including a dedication to supporting Black youth experiencing homelessness.
- Certificates in First Aid/CPR and Toronto shelter standards (TSS), or willingness to complete them.

APPLY

Submit a cover letter and resume in one PDF document by **July 29, 2024** to careers@evas.ca. Be sure to indicate **2024-37 Donor Stewardship Specialist** in the title. No phone calls, please.

CONDITIONS OF EMPLOYMENT

<https://www.evas.ca/conditions-of-employment/>

LAND ACKNOWLEDGEMENT

<https://www.evas.ca/land-acknowledgement/>

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Check out all our employment opportunities on our website at <https://www.evas.ca/employment/>

Eva's Initiatives for Homeless Youth

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