

## JOB POSITION POSTING

**POSITION:** Stewardship Coordinator

**POSITION REPORTS TO:** Manager, Resource Development

**HOURS OF WORK:** Full-time

**PURPOSE OF POSITION:** Reporting to the Manager, Fund Development, this position will develop and steward relationships with foundations and corporations to achieve revenue goals, promoting the integration of awareness, advocacy and fundraising. In this role, you will be responsible for all the activities related to donors' stewardship and data management.

**Starting Date:** June 24, 2022

**Other:** A Vulnerable Sector check is required by the successful candidate prior to hiring and must show proof that you are fully vaccinated for Covid-19.

**Closing Date:** June 17, 2022

### ABOUT Yellow Brick House:

Yellow Brick House is a non-profit charitable organization dedicated to providing services to women and children who have experienced violence and abuse. Yellow Brick House provides emergency shelter, transitional housing and supportive counselling to abused women and their children in York Region. Services are provided within a supportive environment that facilitates empowerment to help women and their children rebuild their lives.

### Summary of Position:

A key part of the role is responsible for managing all donor information system (Donor Perfect CRM) for Yellow Brick House fundraising and development programs. This includes reporting and analysis of data, managing data import and data entry, data extraction, data quality initiatives, and other related activities. The Stewardship Coordinator will be the lead contact for data analytics, working with key staff and stakeholders across Yellow Brick House to understand data needs and develop actionable insights.

## RESPONSIBILITIES:

- Bring the donor mentality to the team by creating stewardship standards and a clear process for donor recognition and support
- Identify, test, and implement acquisition, retention, and stewardship strategies to drive revenue growth
- Manage all aspects of Donor Perfect database including data entry, data integrity, updates and corrections.
- Develop effective and efficient systems to manage data connections and transfers between Donor Perfect and other Yellow Brick House systems.
- Strategizes and manages implementation of data enrichment services, determining the best use of Donor Perfect features to accomplish the goals of Yellow Brick House.
- Manages vendor relationships to support development operations. Gift Entry, Acknowledgments & Reconciliation:
- Develop new acknowledgement letters/tax receipts annually while checking for grammatical/typographical mistakes and knowledge of practical tax receipting protocol.
- Generates pledge reminders and invoices.
- Develop and plan legacy webinars workshops
- Manages the month-end process, trouble-shooting and auditing data to ensure the smooth transfer of data to the Yellow Brick House Accounting team as well as performing a monthly reconciliation report and review with fiscal team.
- Data entry for volunteer management database to ensure the smooth transfer of data and reports
- Development of stewardship entry, reports and review with fund development team monthly

## REPORTING AND OTHER FUNCTIONS

- Develops reports and manages the regular distribution of data, including daily revenue report.
- Works with Communications Department to support sharing of data and information cross donor platforms and CRM.
- Produces queries, reports, lists needed by development staff as needed for mailings, events, board give/get, and moves management.
- Creates custom “dashboards” for development staff which demonstrate revenue progress in real-time, and manages tasks and actions.
- Occasionally work evenings or weekend special events which may require travel.
- Train staff and interns on relevant database systems
- Other duties as assigned

## QUALIFICATIONS

- College Diploma or University's Degree
- At least 2 years Donor Perfect or comparable CRM experience
- Proficiency in Microsoft Office
- Excellent interpersonal oral and written communication skills required in order to proofread acknowledgment letters and communicate directly with donors via email or phone
- Strong analytical and organizational skills
- Someone who takes pride in database/stewardship and is passionate about helping donors/volunteers and corporate groups

**Hours:** 37.5 hours per week (5 days per week)

**Salary:** Annual salary of \$45-50K, 6 months' probation, benefits following probation

**Other:** A vulnerable sector screening is required by the successful candidate prior to hiring.

Apply by cover letter and resume to: (deadline June 17, 2022)

Yellow Brick House - Email: [pamelad@yellowbrickhouse.org](mailto:pamelad@yellowbrickhouse.org)

No phone calls please. Yellow Brick House would like to thank all applicants for their interest; however only those selected for an interview will be contacted.

**Please note: This position is available immediately.**