

The Society of Jesus, whose members are known as Jesuits, is a Catholic religious order known for its dedication to education, social justice and spiritual formation. Founded in 1540 by St. Ignatius of Loyola, the Jesuits have a rich history of adapting their mission to the needs of their time.

Position: Database and Development Coordinator

The Jesuits of Canada are seeking a collaborative, analytical and detail-oriented Database and Development Coordinator to join their Advancement and Communications team.

The Advancement and Communications Office supports the Jesuits' mission by strengthening relationships with donors and friends across Canada and building the philanthropic support that makes their work possible.

Reporting to the Director of Advancement and Communications, the Coordinator will play a key role in managing and improving the organisation's donor database, Blackbaud Raiser's Edge NXT, ensuring accurate information, meaningful reporting and actionable insights to support fundraising strategy.

Working closely with the Advancement Associate and other team members, the Coordinator will also contribute to donor stewardship, fundraising campaigns, appeals and events. We are looking for a versatile team player who enjoys working with data but understands that behind every record is a donor relationship. This is an opportunity for someone who is organised, curious and committed to supporting the Jesuits' mission through thoughtful donor engagement and effective fundraising.

Key Responsibilities

- Serve as a key internal resource for Raiser's Edge NXT, supporting its effective use across the Advancement team;
- Maintain database integrity through regular data-quality reviews, duplicate management, consistent coding and standardised procedures;
- Develop and maintain queries, reports, lists, imports and exports to support fundraising, stewardship and communications;
- Produce regular fundraising reports and analyse donor trends, campaign performance, retention, acquisition and other key indicators;
- Identify opportunities for donor renewal, upgrading, re-engagement and prospect development through data analysis;
- Prepare targeted donor segments and accurate mailing and email lists for fundraising appeals, campaigns and stewardship activities;
- Support the implementation of the donor stewardship program, including thank-you calls, personalised follow-up and donor recognition;
- Maintain accurate records of donor interactions, interests, preferences and follow-up activities within Raiser's Edge NXT;
- Prepare donor profiles, giving histories and briefing materials for meetings, calls and events;
- Coordinate mailing data with external mailhouses and suppliers, ensuring accuracy and quality control;
- Support fundraising campaigns and donor events, including invitations, guest lists, RSVP tracking and post-event follow-up;

- Collaborate with the Advancement Associate to ensure accurate donor information and a seamless transition from gift processing to ongoing stewardship;
- Contribute to database improvements, documentation and the development of consistent reporting practices;
- Provide additional support to Advancement and Communications initiatives as required.

Qualifications and attributes

- Minimum of 2–3 years of experience working with a fundraising database, preferably within a charitable or non-profit organisation;
- Demonstrated hands-on experience with Blackbaud Raiser's Edge NXT is strongly preferred;
- Experience developing queries, reports, lists, imports and exports within Raiser's Edge;
- Strong analytical skills and the ability to translate fundraising data into meaningful insights;
- Strong Excel skills and confidence working with large data sets;
- Excellent attention to detail and a commitment to maintaining accurate and reliable donor information;
- Understanding of fundraising principles, donor stewardship and relationship building;
- Strong interpersonal and communication skills, including confidence and warmth when speaking with donors;
- Strong organisational skills, initiative and the ability to manage multiple priorities and deadlines;
- Collaborative, flexible approach and willingness to contribute to a small, busy team;
- Experience with direct mail, fundraising campaigns, events or prospect research (an asset);
- Experience with Blackbaud Prospect Insights or other prospect research tools (an asset);
- Knowledge of Canadian charitable receipting and fundraising practices (an asset);
- Bilingualism in English and French would be considered a strong asset;
- Comfortable working in a religious organisation and respectful of the mission and values of the Jesuits of Canada.

Advantages and Benefits

- Permanent full-time position (35 hours/week);
- Competitive salary and benefits;
- Possibility of remote working up to 2 days per week;
- Group insurance plan with dental coverage;
- Group RRSP plan with employer contribution;
- On-site parking.

This position is based in Montreal or Toronto, with occasional travel between the two cities.

Apply now by sending your resume and cover letter to CANAdvanceDir@jesuits.org before October 9, 2026.

We thank you for your interest in this position, but only those with the desired profile will be contacted.