



**Fondation
Rideau Hall
Foundation**

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9 Rideau Gate, Ottawa ON K1M 1M6 Canada
info@rhf-frh.ca 613.482.2923

Development Coordinator – Maternity Leave Replacement (1 year)

As an independent and non-political charitable organization, the Rideau Hall Foundation (RFH) works closely with the Office of the Secretary to the Governor General and many external partners in order to support initiatives which strengthen our identity, build capacity, and contribute to building a better Canada.

Reporting to the Director, Strategic Partnerships, as well as working closely with other RHF colleagues, the Development Coordinator will implement a range of donor relations functions particularly in support of gift administration, donor recognition, donor stewardship, and other day-to-day development operations.

KEY AREAS OF RESPONSIBILITY

Reporting to the Director, Strategic Partnerships, the Development Coordinator is responsible for providing support and coordination for development activities and donations administration, including data entry and the implementation of a variety of donor relations activities.

Responsibilities

- Working closely with the Director, Strategic Partnerships and other Foundation colleagues, participate in the development of donor recognition strategies and stewardship plans for major donors;
- Prepare donor correspondence, pledge reminders, gift acknowledgement letters, briefing materials, and project and program profiles for the suite of RHF initiatives;
- Coordinate and implement the overall donor recognition strategy and plans, including policies and procedures for donor relations, gift administration, gift acknowledgements and recognition activities; work directly with major gift donors as required;
- Assure the timely and accurate entry of gifts and pledges into the donor database, as well as the preparation of receipts and pledge payment reminders;
- Maintain the donor database (Raiser's Edge) using policies and procedures for data entry;
- Collaborate with the Communications Officer regarding internal and external publicity, news releases, web updates and newsletter stories relating to donors;
- Coordinate special recognition activities and events as required;
- Generate reports from the donor database and prepare reports on Development activities as needed;
- Provide support in the coordination of stewardship communications with major donors regarding the impact of their philanthropy, use of funds, and periodic updates on news and events at the RHF;



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- Coordinate stewardship contacts and meetings with the appropriate leaders from the Rideau Hall Foundation, the Office of the Governor General, Board members and/or other volunteers as required;
- Manage the distribution of donor reports and other mailings such as newsletters and invitations to special activities and events;
- Maintain excellent relations and collaborate as needed with the RHF management team and colleagues, members of the Office of the Secretary to the Governor General, RHF Board members, volunteers, donors and other key stakeholders both within and outside of the Rideau Hall Foundation community;
- Contribute to the development of the budgets for the recognition and stewardship programs and operate within budget, closely monitoring expenses pertaining to the recognition and stewardship programs;
- Maintain a Donor Relations filing system, ensuring that all pertinent correspondence and documentation are appropriately filed and key information is recorded in the donor database;
- Provide coordination support on additional development projects as determined by the Director, Strategic Partnerships.

QUALIFICATIONS AND COMPETENCIES

- Excellent interpersonal, verbal and written communication skills in English; bilingualism an asset;
- Demonstrated related experience in development, donor relations, advancement services, fundraising and/or associated fields;
- Demonstrated knowledge and ability in the areas of gift administration, donor recognition and stewardship;
- Proven skills and ability to manage multi-phase projects from inception to completion;
- Proficiency with Raiser's Edge is required;
- Detail-oriented, well-organized, focused, with both initiative and energy;
- Demonstrated ability to interact comfortably, tactfully, and effectively with donors, varied internal and external constituencies, and a wide range of stakeholders;
- Adept at problem solving and excellent judgement in situations requiring initiative and tact;
- Demonstrated ability to work independently and as part of a team;
- Excellent abilities with MS Office (Word, Excel);
- Post-secondary degree will be considered an asset.

Please submit your resume and covering letter to the following address by May 4, 2018:
KathyBedard@McConnellHRC.com.

We thank all candidates for their interest; however only those selected for an interview will be contacted.