



## Donor Relations Officer - Live the Mission

Our Lady Seat of Wisdom College (SWC) seeks a Donor Relations Officer to begin in April 2025. As a key member of the Development team, the Donor Relations Officer embraces the mission of SWC and effectively promotes and communicates SWC's identity, vision, and strategic plan with excitement, passion, and energy. The Donor Relations Officer provides support in Development-related matters, especially donor relations and stewardship, Planned Giving and mid-level gifts, and grant applications. The Donor Relations Officer will work closely with the Director of Development and other Development staff.

- This is a full-time Salaried Position. We are open to discussing two people job sharing the position.
- The rate is negotiable.
- Reports to: The Director of Development

### ● Duties and Responsibilities.

Fundraising	<ul style="list-style-type: none"><li>● Assist in the implementation of the Development Plan, especially major gift solicitation, in accordance with ethical fundraising principles.</li><li>● Communicate the Case for Support.</li><li>● Strengthen, expand, and cultivate relationships with donors and potential donors.</li><li>● Meet and speak to current and prospective donors and supporters. This may be in person, virtual meetings, or on the phone. This may include specific asks to mid-level donors.</li><li>● Help with special projects and other duties as assigned.</li><li>● Help in grant research and stewardship of grants.</li></ul>
Stewardship	<ul style="list-style-type: none"><li>● Run SWC stewardship program, including acknowledging donations and thanking donors.</li><li>● Run the Legacy Giving program.</li><li>● Facilitate donor visits.</li><li>● Prepare and publish the Annual Report in collaboration with the Director of Development.</li></ul>
Marketing	<ul style="list-style-type: none"><li>● Assist in outreach as needed.</li><li>● Assist with major events such as Graduation, Wojtyla Institute, and Homecoming as assigned.</li><li>● Assist with Merchandise Management.</li></ul>
Communication and Public Relations	<ul style="list-style-type: none"><li>● Use the SWC website and other social media as appropriate to communicate with supporters.</li><li>● Effectively communicate SWC's identity, vision, and strategic plan to existing and potential supporters.</li><li>● Oversee work-study students who contact supporters to thank them.</li><li>● Serve as a member of the Community Relations Committee as Development representative.</li></ul>
Administration	<ul style="list-style-type: none"><li>● Serve as a member of the Development and Fundraising Committee</li><li>● Keep a record of interactions with donors.</li><li>● Record relevant constituent information in Raiser's Edge database.</li><li>● Oversee the processing of donations and thank-yous (database recording, issuing receipts, mailing thank-you letters, etc.).</li><li>● Meet regularly with the Director of Development.</li><li>● Maintain memberships with the Canadian Association of Gift Planners and the Association of Fundraising Professionals.</li></ul>

## ○ Skills and Qualifications

- Embrace the mission of Our Lady Seat of Wisdom College and be passionate about sharing its story and mission with others.
- Be an effective communicator with strong interpersonal, listening, networking, verbal communication, and writing skills.
- Be effective in, and enthusiastic about, building relationships with our constituents.
- Have an awareness of the nature of SWC's current and potential community of supporters.
- Be keen to be trained in the Development and Fundraising strategies and practices and committed to ongoing professional development.
- Knowledge and skill with social media and computer applications (e.g. Google Suite, Word, Excel, Photoshop, Facebook, Twitter, Instagram, video conferencing) is an asset.
- Have personal integrity and high ethical standards, including a high level of confidentiality.
- Have the ability to think strategically and work proactively.
- Be a comfortable public speaker, understanding how to adapt your message to the audience at hand. These also extend to meetings - in person, virtual, or on the phone.
- Have good time management skills and the ability to meet deadlines.
- Have a Bachelor's degree is an asset.
- Criminal Record Check required.
- Have equivalent to an Ontario class G license.

Closing Date: This posting will remain open until a suitable candidate is found.

Candidates may email their resume and cover letter to [hr@seatofwisdom.ca](mailto:hr@seatofwisdom.ca)

Please include contact information for at least three references.

Our Lady Seat of Wisdom College (SWC) is a private institution that offers higher education in the Catholic tradition of the Liberal Arts. Two defining characteristics of SWC are its Catholic orthodoxy and its commitment to providing excellent, comprehensive liberal arts formation, with courses in Theology, Philosophy, Literature, History, Social Sciences, Languages, Fine Arts, Music, Mathematics, and Natural Sciences.