



DONOR RELATIONS COORDINATOR

Who is Pearson College UWC

Founded as Lester B. Pearson College of the Pacific and United World College (Canada) in 1974, Pearson College UWC is one of eighteen UWC schools worldwide. Pearson is a unique, highly selective, two-year pre-university school for up to 200 students from across Canada and around the world chosen solely on their promise and potential and demonstrated commitment to actively engage in creating a better world. Students currently are selected from nearly 160 countries.

Pearson College UWC is privileged to learn, work, and live on the traditional territory of the Sc'ianew (Beecher Bay) First Nation.

Position Overview

Reporting to the Annual Giving Manager, the **Donor Relations Coordinator** will be responsible for coordinating and implementing campaign events and strategies that will enhance relationships with donors and supporters, increasing their engagement with the College. As part of a small team, this position works closely with the entire Advancement team to support the vision for the College's future and help the existing \$40 million 'Renew and Re-found' campaign to reach its final goal.

Key Responsibilities

Major Gift and Campaign Support

- Planning and execution of onsite, offsite, or virtual campaign events such as tours, gift announcements, stewardship, roundtable, donor updates, celebrations including support for event tracking and materials.
- Effective use of Planner templates for full lifecycle of events and maintain accurate records of donor interactions in the College's management system.
- Oversee a team-wide calendar of campaign communications and events while ensuring the campaigns establish a consistent, balanced, and appropriate level of visibility with all Pearson College constituency groups.
- Working closely with the Annual Giving Manager, support donor stewardship and recognition programs to ensure that donors feel appreciated, informed, and engaged with the College.

- Work with the Annual Giving Manager and Communications team to develop compelling donor communication materials that appeal to all aspects of the donor base.
- Develop and facilitate cultivation plans, with priorities and timelines, for donors and prospects through targeted communication and engagement strategies, including mailings, phone calls, emails, and events.
- Monitor and analyze donor data to identify trends and opportunities for donor engagement and provide regular reports to the Annual Giving Manager.
- Build and maintain relationships with donors and prospects, responding to inquiries and requests in a timely and professional manner.
- Work collaboratively with other staff members to ensure that donor relations efforts are integrated with the organization's overall development and communication strategies.
- Provide Major Gift support by researching prospective funders and preparing meeting briefs.
- Support the creation of cases for support, letters of inquiry and proposals.
- Assist with distribution of stewardship packages.
- Coordinate donor recognition materials such as plaques, donor walls and signage.

Advancement and External Relations (AER) Team Support

- Support for alumni reunions and other engagement events as required.
- Prepare and send external messages on behalf AER team through Online Express (OLX).

Administration

- Book team travel.
- Assemble and send mail packages as needed.
- Maintain adequate stock of all printed fundraising materials.
- Manage lobbyist registries.
- Coordinate receipt reconciliation for Department purchasing card.

Qualifications

- Post-secondary degree in a relevant field (e.g., non-profit management, fundraising, communications, marketing) or equivalent combination of training, and experience.
- 2+ years' experience in donor relations or a related field, with demonstrated success in cultivating and stewarding donors.

- Exceptional communication and interpersonal skills, with the ability to build relationships with a wide range of individuals.
- Demonstrated organizational skills, with the ability to manage multiple projects simultaneously.
- Detail-oriented with excellent analytical and problem-solving skills.
- Ability to work independently and as part of a team.
- Knowledge of fundraising best practices, including donor cultivation, stewardship, and recognition.
- Working knowledge of Raiser's Edge or other fundraising-specific databases is an asset.
- Computer software proficiency in the Microsoft Office suite of programs (Outlook, Word, Excel, Access, and PowerPoint)

Job Requirements

- Valid driver's license and access to a vehicle is required.
- Must be eligible to work in Canada.
- May require occasional lifting of boxes or materials weighing up to 30 pounds and may require standing or sitting for extended periods of time.
- Occasional travel may be required.

Salary and Benefits

- Salary: \$50,000-\$60,000 depending on experience.
- Flexible schedule with the opportunity to consider a hybrid work arrangement.
- Three weeks' vacation, with annual increase of 1 day/year up to 4 weeks.
- Additional paid time off between Christmas and New Year.
- Comprehensive Benefits plan (extended health and dental coverage).
- Matching RRSP program.
- Onsite meal program.
- Beautiful waterfront campus located on Pedder Bay in Metchosin with access to hiking trails, kayak use, and other outdoor activities.

As an inherent part of our United World College values, Pearson College UWC is actively committed to Anti-Racism, Diversity, Equity, and Inclusion in our living, learning and work environments. In pursuit of our values, we seek individuals who will work respectfully and constructively with differences and across levels of privilege and power. We actively encourage applications from members of groups experiencing barriers to equity.