

JOB PROFILE

POSITION TITLE: Donor Stewardship Officer
REPORTING TO: Director, Development (Annual Giving)
JOB CLASSIFICATION: Professional
LAST REVISED: August 2025

JOB SUMMARY

Hospitals of Regina Foundation (the Foundation) is dedicated to working in collaboration with our partners, to raise funds to improve health care for the people of Regina and southern Saskatchewan. Since 1987, the Foundation has raised more than \$250 million for technology and equipment, education, and patient-centered research in Regina's hospitals and health care facilities. The lives of thousands of people are made better each year, thanks to our community's generosity.

We are looking for a well-organized, detail oriented person to fill the role of **Donor Stewardship Officer**.

Reporting to the Director, Development (Annual Giving), the Donor Stewardship Officer is responsible for implementing and delivering the Foundation's donor stewardship program and initiatives which help build strong relationships with our donors and encourage long-term financial support for Regina's hospitals and health care facilities.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Support the major gift and planned giving programs by tracking and ensuring completion of stewardship obligations; initiate monthly meetings to review upcoming deliverables
- Support the major gifts team in delivering stewardship obligations/promises to donors
- Organize and ensure the accurate and timely distribution of the Foundation's Annual Reports, both in hard copy and electronic versions
- Lead the donor wall update project for all hospital and health care facilities locations, with project oversight of the story board content creation, donor mailings and updating donor information in the Foundation's database
- Project management responsibility for the Foundation's holiday card program (print and electronic); coordinate with Database Officer and Marketing & Communications team
- Manage & implement the welcome process for new donors and the anniversary card program in a timely fashion
- Recognize donors and honorees to the Foundation's memorial and tribute giving program in a timely fashion
- Conduct weekly donor thank you phone calls
- Provide personalized stewardship, such as annual stewardship reports, to Monthly Donors in a timely fashion
- Manage the daily obituary review process ensuring donor database is accurate and solicitors are kept up-to-date
- Support the Senior Vice President with stewardship initiatives and database updates
- Implement and track new stewardship initiatives; work with the Database Officer to analyze success of new initiatives

- Support the Development Officer, Events with the Foundation's annual Gratitude Dinner
- Collaborate effectively with development colleagues in annual, planned and major gifts to ensure the best stewardship is given to our donors
- Actively participate in the Foundation's annual business planning and budgeting process
- Other duties as assigned

KEY SKILLS AND COMPETENCIES

- Strong project management skills
- Proven ability to successfully manage multiple timelines and meet deadlines
- Strong attention to detail and commitment to accuracy
- Excellent writing and communications skills
- Outstanding organizational skills
- High level of personal and professional integrity and commitment to ethical behavior
- Self-motivated, with the ability to follow direction and work in a team environment
- Positive, proactive, and cooperative attitude
- Commitment to the Foundation's mission and objectives

EDUCATION AND EXPERIENCE

- Post-secondary education and 2-3 years of related work experience.
- High proficiency with Microsoft Word and Excel is required
- Demonstrated accuracy in data entry
- Experience in the charitable sector is preferred
- Experience with databases (Blackbaud's Raiser's Edge preferred) or willingness to learn

OCCUPATIONAL NEEDS

The Donor Stewardship Officer works 37.5 hours per week. This position is currently located in an office environment in downtown Regina but may in the future be relocated to another Foundation office, at the discretion of the Foundation. Occasional work outside of regular office hours will be required during periods of peak activity and at special events. Work will require occasional travel within Regina.

Hospitals of Regina Foundation offers a competitive salary and a generous benefits package for the successful candidate, including a health, vision and dental plan, and a group RRSP with contributions matched by the Foundation, and significant opportunities for growth.

Location:

- Regina, Saskatchewan

Application Information:

The competition will remain open until a qualified candidate is selected.

If you are interested in applying for this fulfilling career opportunity, please submit your resume and cover letter to hrf@hrf.sk.ca.

This position is open to all Canadian citizens, permanent residents and those legally able to work in Canada.

We thank all applicants for their interest, however, only qualified candidates selected for an interview will be contacted.