



*Senior Development Officer, Stewardship  
Full Time, Permanent  
Toronto/Six Nations, ON  
Annual Salary Range: \$86,315-\$107,894  
Closing Date: May 2, 2025*

## **Employment Opportunity**

Indspire has grown and developed into one of the Top 10 Charities of Impact in Canada, that invests in the education of First Nations, Inuit and Métis people for the long-term benefit of these individuals, their families and communities, and Canada.

Indspire is seeking a **Senior Development Officer, Stewardship** to develop, implement, and grow of all aspects of Indspire's Stewardship Program and drive a comprehensive, strategic recognition and engagement plan that relays impact, educates and empowers donors, and fosters long term relationships between Indspire and its donors. The SDO will oversee the tracking and fulfillment of donor/sponsor recognition to provide best in class stewardship with a focus on retention.

## **Key Responsibilities**

- Creating and implementing an integrated Stewardship Plan of recognition and stewardship activities for all donors, sponsors, and supporters.
- Establishing and managing tracking processes for acknowledgement, recognition, on-going communication and continued cultivation of supporters.
- Leading the annual review of the stewardship plan to generate ideas for new/improved stewardship activities that enhance donor relationships and support increased giving.
- Ensuring stewardship plans are compiled and communicated to all involved parties across the organization, and that the plan is implemented throughout the year.
- Creating and expanding programs, events and activities to actively engage donors, sponsors, volunteers, and other key stakeholders in Indspire's work.
- Building relationships with colleagues in all departments to collect data and stories for impact reports to donors and sponsors.
- Receiving and tracking RSVPs, invitations and respond to inquiries related to development events, providing attendees with accurate and timely event

logistical information, and ensuring that all invitations and attendance is recorded in the database.

- Collaborating with Marketing and Communications department on events, website pages/content and materials related to fundraising, sponsorship, and stewardship, including sponsor receptions, and cultivation events.
- Working closely with the Development team and adhering to Donor Acknowledgement Standards to ensure donor/sponsor follow-up after events, including post-event reports.
- Monitoring current and best practices in fundraising, stewardship, cultivation, and recognition.
- Generating queries, reports, and data for stewardship reports.
- Collaborating with the Education and Finance departments to obtain detailed information on Indspire programs and scholarship recipients for reporting to corporate sponsors and donors.
- Preparing correspondence to donors and corporate sponsors and respond to inquiries as required.
- Managing timely production of regular or custom corporate sponsor stewardship reports and identifying ways to continuously improve sponsor reporting.
- Ensuring that all giving/sponsorship related web pages and materials (proposals, promotional pieces, presentations, letter templates) are accurate and updated regularly.
- Collaborating with Database Manager to create and maintain lists and reports required for development related activities while ensuring key Indspire staff have an opportunity to review.
- Working with internal departments to build and maintain a network of people that can assist as volunteers and speakers at Indspire events across Canada.
- Other duties as assigned.

## Qualifications

- Completion of post-secondary degree or equivalent experience.
- Progressive experience with a minimum of 5 years' stewardship experience in a non-profit organization or in a similar environment.
- Demonstrated experience of project management success in effectively managing multiple projects, deadlines and priorities, and creating and executing innovative stewardship activities.
- Excellent analytical and problem-solving skills.
- Demonstrated openness to learning and willingness to engage in cultural competency training.
- Broad knowledge of fundraising principles and experience working with fundraising software and/or contact databases is a requirement.
- Demonstrated excellence in customer service and administrative skills.

- Excellent verbal and written communications skills.
- Able to work and interact with a diversity of donors, sponsors, prospects and volunteers.
- Knowledge of the Indigenous community is preferred and openness to engaging in cultural competency training.
- Collaborative team player who takes initiative and ownership of the stewardship plan and accountabilities to achieve strategic goals within the organization.
- Able to work quickly, efficiently, and accurately with an attention to detail.
- Proficiency with Microsoft Office Suite including MS Excel, Word, PowerPoint.
- Experience with Raiser's Edge, or a similar donor database.
- Ability to work with sensitive information with complete confidentiality.
- Occasional travel between Six Nations and Toronto offices is required.
- Must be able to work occasional evenings and weekends and possess a willingness to travel within Canada.

## Benefits

- Hybrid workplace that provides combined flexibility to work from home and in the office. Currently staff work three days a week in the office.
- Competitive Benefits Program & Pension.
- Opportunities and support for professional learning and growth.
- Staff outings, Summer Fridays, retreats, and teambuilding opportunities
- Being a part of shaping the future of education for Indigenous people in Canada.

## How to Apply

To apply, please visit:

<https://indspire.applytojobs.ca/development/38011>

Indspire is committed to ensuring an equal opportunity and barrier-free recruitment process. Accommodation is available to all applicants upon request. Please contact us via email at [hr@indspire.ca](mailto:hr@indspire.ca).

**Deadline for Applications: May 2, 2025, at 5:00 pm EST**