



Donor Engagement Coordinator

Position Title: Donor Engagement Coordinator

Reports To: Director of Development, Global

Location: Vancouver, BC, Canada; Remote with occasional in person collaboration required

Duration: 12-month contract with possibility of extension

Compensation: \$45,000 - \$55,000 annually

About Divine Renovation

At Divine Renovation, we provide coaching and tools to help parishes escape maintenance mode, reclaim their purpose and get back on track for mission. Through our inspirational events, resources and accompaniment, our team brings hope to priests, life to parishes and people to Jesus. We currently have incorporated offices in the following regions: Canada, USA, UK, Australasia and Deutschland. Our Global office (located in Halifax, Canada) determines the global strategy and goals that are to be implemented in the regions.

We provide people who thirst for a missional church with the opportunity to gain the skills, tools, support, and inspiration to create a church that is all that God intended it to be. And through this, we are creating a community of disciples who are changing the global Catholic church. Our team is optimistic, professional, results-oriented, and faith-filled. Every day, we are awed by the great plans that God has in mind for us.

Position Summary

As the Donor Engagement Coordinator, you will support the Development team to strengthen Divine Renovation's culture of relationship-based fundraising through excellent stewardship, disciplined follow-up, and proactive engagement with donors. This role will manage donor lists, ensure stewardship commitments are fulfilled, and support and coordinate with senior leaders in their donor stewardship roles. While the primary emphasis is stewardship, the ideal candidate will also be comfortable participating in direct asks for gifts.

Qualifications

While a varying combination of skills and experience may be considered when awarding this position to an applicant, the following qualifications are considered ideal:

- Values that align with the Ministry's, including a desire to enable parishes to become missional and to make disciples who bring people into relationship with Jesus
- Minimum 2 years experience in donor relations, fundraising, or account management
- Knowledge of the Fundraising discipline, including donor stewardship practices, basic fundraising principles as well as an awareness of trends in charitable giving and donor expectations.
- Relational while driving follow-through
- Energized by both stewardship and willingness to participate in direct solicitations
- Skilled communicator with excellent verbal, written and listening skills.



- Strong emotional intelligence and is respectful and tactful, especially in sensitive or confidential situations
- This position requires organization skills, attention to detail as well as effective time management.
- Proficiency with donor database systems (Salesforce preferred)
- Legal Standing or Clearances: ie - a clear criminal record check.

Compensation and details

- This position is 35 hours/week
- 12-month contract with the possibility of an extension
- Salary range is \$45,000 - \$55,000/year with benefits package
- This position operates in a remote work environment with occasional in person collaboration, and occasional evenings and weekends.
- Your position is subject to a three-month probationary period during which time we will work with you to support your onboarding and formation for Ministry. We will provide feedback and invite yours so that we can position you for success.

Application Requirements

Please submit the following:

- Your resume highlighting relevant experience
- Cover letter explaining why this opportunity is right for you
- Two professional references from previous fundraising or donor relations roles
- Portfolio samples of donor communications you have created (names may be redacted)

How to Apply:

Please send your application materials to development@divinerenovation.org with "Donor Engagement Coordinator Role" in the subject line.

We are also happy to consider how this role could be aligned with highly qualified candidates who are seeking part-time employment.

We thank all those who apply; however, only those invited for an interview will be contacted.