



## Donor Engagement Coordinator

**Position Title:** Donor Engagement Coordinator  
**Reports To:** Director of Development, Global  
**Location:** Remote  
**Duration:** 12-month contract with possibility of extension

### 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.

### Key Responsibilities

#### Donor Relations & Stewardship

- Track and implement donor stewardship plans, including acknowledgements and impact communications
- Identify and cultivate relationships with donors and sponsors in collaboration with senior leadership, and engage in donor meetings and facilitating introductions
- Support donor meetings and follow-up activities
- Prepare briefing notes, proposals, and customized materials for donor conversations.
- Oversee and update donor records, tracking engagement history, preferences, and key next steps.



- Support direct asks for gifts, particularly in partnership with senior leadership.

#### Administrative Support

- Coordinate fundraising events including logistics, vendor management, and attendee communication
- Support grant application processes and reporting requirements
- Help maintain CRM records, ensuring donor data is accurate, current, and complete • Provide regular stewardship reports to the Director of Development

#### Communications and Marketing

- Draft donor communications including appeals, newsletters, and impact stories
- Assist with digital media content related to fundraising campaigns
- Coordinate videography, photography and storytelling for donor impact and recognition materials
- Support online fundraising platform management

#### Scope and Limits of Authority

Direct Reports: The Donor Engagement Coordinator has no direct reports.

#### Working Conditions:

- This position operates in a remote work environment with occasional in person collaboration required.
- The ability to handle change in a fast-paced work environment is required.
- The position involves autonomous work where maintaining confidentiality is of utmost importance.
- 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.

#### Core Competencies

Knowledge: The Donor Engagement Coordinator will have a generalized 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.

Skills: The Donor Engagement Coordinator will be a skilled communicator with excellent verbal, written and listening skills. This position requires organization skills, attention to detail as well as effective time management.

Personal Characteristics: The Donor Engagement Coordinator is warm, approachable and personable when engaging with donors, with a willingness to participate in direct



solicitations; possesses strong emotional intelligence and is respectful and tactful, especially in sensitive or confidential situations.

### Qualifications

While a varying combination of skills and experience may be considered when awarding this position to an applicant, the followings 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
- Demonstrated ability to build trust with donors
- Relational while driving follow-through
- Highly organized, detail-oriented, and comfortable managing multiple priorities
- Energized by both stewardship and willingness to participate in direct solicitations
- Strong written and verbal communication skills.
- Proficiency with donor database systems (Salesforce preferred)
- Legal Standing or Clearances: i.e., a clear criminal record check.

### Compensation and details

- This position is 35 hours/week with benefits package
- 12-month contract with the possibility of an extension
- This role is required to occasionally work evenings and weekends

### 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](mailto: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.