



**LIFE AND MISSION AGENCY  
DONOR RELATIONS MANAGER**

**Position Type:** Full-Time, Permanent

**Salary Band:** 5

**NATURE AND SCOPE**

The Donor Relations Manager is responsible for overseeing stewardship operations, donor data management, and gift processing in support of The Presbyterian Church in Canada's (PCC) mission and ministry, beginning with the *Presbyterians Sharing* campaign. The Donor Relations Manager is an integral part of achieving donation goals and elevating the Presbyterian Church's impact. With a combination of systems knowledge and team skills, the Manager serves as the subject matter expert for the Presbyterian Church's CRM system (Raiser's Edge), manages donation and receipting processes, and provides leadership in operational best practices.

**ACCOUNTABILITY**

The Donor Relations Manager is accountable to the Associate Secretary of the Stewardship department.

**RESPONSIBILITIES**

Donor Relations and Stewardship

- Promote stewardship and an understanding of God's mission in the world through the PCC.
- Implement a comprehensive donor relations strategy that supports the PCC's short and long-term fundraising goals.
- Manage the stewardship process regarding the acknowledgement, recognition, ongoing communications, and continued cultivation of past and current donors to enhance their relationship with the PCC.
- Strengthen donor revenue by identifying new and innovative ways to give.
- Establish metrics and systems to measure communications and fundraising effectiveness and demonstrate impact.

Database and Gift Processing

- Oversee processing of donations, generation of tax receipts, and donor acknowledgement and recognition.
- Run data queries and produce regular and ad hoc reports for leadership team.
- Participate as part of Raiser's Edge (RE) database team, ensuring accurate donor records and data integrity.

Donation Administration

- Prepare month-end reports and reconcile with the Finance team, resolve discrepancies.
- Maintain compliance with CRA regulations and ethical fundraising standards.
- Act as subject matter expert for bequests, endowments, and gifts of securities administration.
- Administer gifts of securities, gift annuities, and other planned giving options.

Operational Leadership

- Evaluate donation, reporting, and receipting processes to identify efficiencies and implement improvements.

- Monitor operational procedures for gift processing and stewardship activities.
- Ensure targets are met for gift processing, tax receipting, and donor stewardship timelines.

### **Qualifications and Experience**

- Post-secondary education in business administration, fundraising or related field.
- Experience in non-profit, faith-based fundraising, and/or charitable sector.
- Minimum 5 years' experience in donor relations, gift processing, or database administration.
- Advanced proficiency in CRM systems, Raiser's Edge preferred.
- Strong understanding of CRA regulations and charitable receipting requirements.
- Excellent organizational, analytical, and problem-solving skills.
- High level of accuracy and attention to detail; ability to manage multiple priorities.

### **Core Competencies**

- **Communication:** Ability to express the connections between faith and generosity and the stewardship of resources.
- **Technical Expertise:** Skilled in database management.
- **Process Improvement:** Ability to identify and implement operational efficiencies.
- **Collaboration:** Works effectively across teams and with external stakeholders.
- **Integrity and Confidentiality:** Maintains discretion with sensitive donor and financial information.

### **Requirements**

- Respect for the structure, programs, and polity of the PCC and ability to interact with members of The Presbyterian Church in Canada community courteously, and with discretion.
- Criminal Records Check – Vulnerable Sector.
- Hybrid work arrangement – ability to go into national office for work duties as required.

### **WHAT WE OFFER**

The Presbyterian Church in Canada offers meaningful opportunities to have a positive impact on people and communities in Canada and around the world. We are committed to fostering a culture that is inspiring, caring, and inclusive.

In return for your skills and dedication, we offer an attractive compensation package that encompasses a competitive salary, excellent pension and benefits and the opportunity to have a rewarding employment experience where your contributions can truly make a difference.

Starting Salary range – \$74,778 - \$81,015

### **TO APPLY**

Qualified candidates are invited to submit their application with the title “Donor Relations Manager” in the subject line to Colleen McCue, Support Services, Senior Administrator (cmccue@presbyterian.ca).

This external posting will remain active until 5:00pm on March 19, 2026 or until position is filled.

### **INCLUSION AND ACCESSIBILITY**

The Presbyterian Church in Canada is committed to inclusive, accessible, and barrier free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. Please let us know if you require accommodation, and we will work with you to ensure a barrier-free hiring process.