



Manager, Stewardship and Donor Relations

St. Mary's Hospital Foundation
Montréal, Québec, Canada

About Us:

At St. Mary's Hospital Foundation, we are passionate about advancing healthcare for our community. We connect donors with vital causes to improve lives and empower the hospital to deliver exceptional clinical care, research, teaching, and critical infrastructure. Join us in making a difference!

Position Overview:

Under the direction of the Director, Principal and Major Gifts, the **Manager** will lead and direct the development and maintenance of a robust Stewardship program across revenue channels from Annual Fund to Principal and Planned Gifts, and will help the Foundation identify and execute opportunities to deepen engagement with our donor community. In close collaboration with the Foundation's team, the Manager will be a key stewardship resource helping St. Mary's Hospital Foundation elevate Stewardship and Donor Relations programming and encouraging the growth and maintenance of a healthy donor pipeline in alignment with strategic objectives.

Key Responsibilities:

- Develop and maintain an in-depth knowledge of the Foundation's Case for Support and other fundraising priorities as they arise.
- Working closely with the CEO and other key stakeholders, manage the development of a detailed catalogue of nameable tangible and intangible assets, and ensure the giving thresholds match industry standards and align with the Hospital's financial needs.
- In collaboration with fundraising leads, lead the development and execution of integrated donor stewardship and recognition strategies across annual, major, and planned giving programs. This includes developing, maintaining, and continuously enhancing the Foundation's donor recognition and stewardship matrix.
- In collaboration with fundraising leads, develop a detailed tracking mechanism to improve the Foundation's reporting standards and create a scalable model that adheres to industry best practices.
- Identify opportunities for physical donor recognition within the hospital, including implementing new donor walls and enhancing current recognition sites, and developing a robust online and social media program for recognition and stewardship.
- Working in close collaboration with the frontline fundraisers and the Senior Manager, Communications, develop specialized stewardship reports and materials for Principal and





Major Gift donors, and identify opportunities to further donor engagement, e.g., targeted events, media, etc.

- Working closely with the Chief Financial Officer, manage the review of new gift agreements to develop appropriate stewardship and recognition strategies and track gift compliance.
- Oversee the timely coordination and tracking of automated and personalized acknowledgment communications within the Foundation CRM, while ensuring a seamless donor experience that strengthens engagement, retention, and long-term relationships.
- Contribute to the design of meaningful donor journeys and pipeline development strategies that support the cultivation of future major and legacy giving opportunities across annual campaigns and digital fundraising initiatives.

Qualifications:

- Experience with Raiser's Edge or similar CRM/database systems.
- A team player with the ability to work collaboratively and independently.
- Proficiency in French and English (written and verbal).
- Excellent problem solving, priority setting, analytical and organizational skills.
- Healthcare or hospital foundation fundraising experience is a strong asset.

What We Offer:

- A meaningful career with a non-profit organization dedicated to community care.
- Salary: \$60,000-\$80,000/year based on experience and ability.
- Competitive group insurance package
- Matching RRSP contributions
- Paid vacation
- A supportive team environment where your contributions directly impact lives.
- Opportunities for professional growth and skill development.

Application Process

Interested candidates are invited to submit their résumé to: bonnie.roach.chsm@ssss.gouv.qc.ca

Application deadline: **June 19, 2026.**

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

