



The Winnipeg Foundation is **For Good. Forever.** We help people give back to our shared community by connecting generous donors with causes they care about **For Good.** We are an endowment-based public foundation, so gifts are pooled and invested, and the annual earnings are distributed back to the community **Forever.** Formed in 1921, we are proud to be the first community foundation in Canada. Our vision is 'a Winnipeg where community life flourishes for all.'

The Foundation is committed to work/life balance and diversity both within the organization and in its work with the community.

We are currently recruiting for the role of  
**Strategic Generosity Advisor (Permanent – Full-time)**

**Our Values**

- Trust
- Generosity
- Equity
- Transformation
- Responsiveness

**Our Core Competencies**

- Relationship Building
- Managing Healthy Conflict
- Adaptability
- Critical Thinking and Decision Making

**The Role:**

The Strategic Generosity Advisor plays a pivotal role in advancing the Strategic Generosity unit's objectives by providing a balanced mix of administrative support, donor stewardship, and relationship management. This role strengthens the Foundation's ability to deliver a responsive, thoughtful, and consistent donor experience while ensuring the timely completion of essential operational tasks.

Additionally, the Strategic Generosity Advisor is responsible for key elements of donor engagement, including preparing documentation, drafting agreements and correspondence, processing gifts, maintaining accurate donor records, contributing to customized reporting, and assisting with stewardship and granting processes. By managing these responsibilities with care and precision, the Advisor helps uphold the Foundation's high standards of accountability, compliance, and service.

As part of the Strategic Generosity unit, this role also contributes to the development and delivery of initiatives within the Family Generosity and Corporate Generosity programs, as well as process and workflow improvements within the unit. Through exposure to relationship management, stewardship cycles, and planning discussions, this role gains valuable experience that supports professional growth and prepares the incumbent for expanded responsibilities and future progression within and beyond the Generosity team.

## **Core Areas of Responsibility:**

### *Administrative & Documentation Management (Daily – 50%)*

- Produce donor-facing and internal documents, including agreements, amendments, briefing notes, fund summaries, and stewardship correspondence
- Maintain donor and fund data across the database and related systems by completing updates, uploading documentation, and recording required actions
- Compile financial, narrative, and stewardship data for quarterly custom and annual reporting for major family fundholders
- Track fund status and required actions (e.g., outstanding agreements, pending documents, stewardship touchpoints) and escalating items requiring decision-making

### *Relationship Support & Portfolio Management (Weekly – 25%)*

- Manage a defined donor portfolio by initiating stewardship actions, responding to inquiries, completing follow-up items, and maintaining accurate records
- Execute stewardship activities, including drafting thank-you letters, fund updates, impact narratives, and related donor touchpoints
- Conduct introductory-level relationship management by scheduling meetings, drafting routine communications, and executing stewardship plans for assigned donors
- Document all donor interactions by completing contact reports, recording stewardship actions, and tracking outstanding commitments

### *Program Development & Strategic Operations (Monthly – 25%)*

- Produce research summaries, draft materials, and workflow documentation required for Family Generosity and Corporate Generosity program advancement
- Map administrative and stewardship processes, document procedures, and identify steps requiring revision or optimization
- Maintain organized digital filing structures, stewardship matrices, and procedural documentation to support operational consistency across the Strategic Generosity portfolio.
- Assume other duties as may be assigned

**About You: If your background differs from the information below, tell us in your cover letter why you would be a good fit!**

## **Education and Credentials**

- Undergraduate degree or diploma in business, communications, non-profit management, philanthropy, or related field
- 3–5 years in non-profit operations, donor relations, administration, or high-demand client service roles
- CFRE certification or interest in pursuing sector-relevant credentials is considered an asset

## **Preferred Experience**

- Knowledge of recognized sector standards such as the AFP Donor Bill of Rights, AFP Code of Ethical Conduct, among others
- Experience executing stewardship cycles and preparing donor documentation (e.g., agreements, amendments, reporting inputs)

## **Skills and Abilities**

- Positive and supportive team player with a strong ability to collaborate both within and across departments.
- Exceptional attention to detail.
- Strong critical thinking skills.
- Strong verbal and written communication and editing skills.
- Strong interpersonal skills.
- Ability to manage donor relationships with professionalism, responsiveness, and a service-oriented approach.
- High adaptability and comfort navigating evolving priorities and ambiguity.
- Ability to manage multiple concurrent deadlines and high-volume workflow demands.
- Strong proficiency in Microsoft Office Suite 365, including SharePoint, Planner & Loop.
- Proficiency in Power BI is considered an asset.
- Proficiency in database management, CRM platforms
- Understanding of privacy legislation, confidentiality requirements, and sector ethical standards.
- High degree of confidentiality and tact.
- Project management skills are considered an asset.

## **What We Offer:**

- Starting salary in the range of **\$59,774 - \$71,729**
- A comprehensive benefit package including health and dental benefits
- A Health Spending Account
- Access to Consult + (Virtual Doctor Service)
- EFAP program available to employees and family members
- Pension program starting at six months of employment
- Vacation starts at three weeks per year
- Eco-pass program (half-cost bus pass)
- Maternity/Parental Leave Top Up
- Professional Development opportunities

Applications, including a resume and a cover letter, should be submitted by **May 6, 2026**. All applications must be submitted at <https://careers.risepeople.com/the-winnipeg-foundation/en>.

Applicants who do not fully satisfy all the essential requirements are nonetheless encouraged to submit their applications for consideration regarding this position. We firmly believe in the potential for diverse perspectives, skills and experience to enrich our team and contribute to The Foundation's overall success.

### **The Recruitment Process**

As part of The Foundation's commitment to being transparent, the following are the stages of our recruitment process:

- Job posting (2 weeks in circulation)
- Phone screening (conducted after the closing date; duration: week of May 13)
- First in-person interview (conducted within 2 weeks after phone screening interviews – Week of May 20, 2026)
- Second in-person interview (within 2 weeks after the first interview – week of May 27, 2026)
- Start date: **June 15, 2026**

**During the recruitment process, prospective candidates will be expected to provide specific examples of situations where they have demonstrated The Foundation's values and core competencies.**

*The Winnipeg Foundation is committed to an inclusive, barrier-free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require accommodation.*

**Note:** If you would like to discuss an accommodation or have difficulty submitting your application via the portal, please email [careers@wpgfdn.org](mailto:careers@wpgfdn.org) for support.