

IDENTIFICATION

Job Title:	Stewardship Officer	Division:	University Relations
Title of Immediate Supervisor:	Manager of Alumni and Advancement	Position Number:	YC1973
Supervisor's Name:	Hudson Lucier	Effective Date:	August 13, 2026

Purpose of the Role

The Stewardship Officer performs a key role in ensuring the integrity and efficiency of Yukon University's fundraising and donor relations operations. The position exists to manage and account for all donations received by the Yukon University Foundation, ensuring compliance with University policies and Canada Revenue Agency regulations.

Without this role, the University's ability to accurately process gifts, maintain donor trust, and provide proper financial stewardship of philanthropic funds would be compromised. The position contributes directly to the University's reputation for accountability and transparency, supporting its capacity to attract, retain, and recognize donors who advance YukonU's mission and programs.

Key Responsibilities

1. **Manage and oversee donation processing and financial stewardship** to ensure all contributions to the Yukon University Foundation are accurately recorded, reconciled, and compliant with University policies and Canada Revenue Agency regulations.
2. **Develop and maintain donor stewardship systems and processes** that support timely acknowledgment, recognition, and reporting to donors, enhancing trust and long-term engagement.
3. **Provide financial and administrative support** to the Yukon University Foundation Board and Development Office, contributing to effective governance, audit readiness, and transparent financial operations.
4. **Collaborate across University departments and with external partners**—including Finance, Procurement, Marketing and Communications, and contractors—to coordinate donations, contracts, and donor-related initiatives that advance YukonU's fundraising objectives.
5. **Interpret and apply institutional policies and financial procedures** to guide staff, faculty, and stakeholders, ensuring consistent and compliant practices in all philanthropic transactions.
6. **Support the planning and delivery of donor recognition and student award initiatives** that strengthen relationships between donors, students, and the University community.
7. **Contribute to the continuous improvement of financial controls and stewardship practices**, recommending process enhancements that increase efficiency, accuracy, and accountability within University Relations.

People Leadership

The Stewardship Officer does not have direct supervisory responsibility for other employees but provides informal leadership and subject-matter expertise across the University. The role demonstrates project and process leadership by developing and implementing improved financial and stewardship procedures, guiding colleagues in best practices for donation processing, and ensuring compliance with University and regulatory standards. It requires the ability to influence and collaborate with staff, faculty, and external partners, fostering consistent, high-quality service delivery. Through this leadership, the position strengthens Yukon University's fundraising integrity, operational efficiency, and donor relations.

JOB ELEMENTS

Decision - Making

- Determines and prioritizes daily and weekly workflow to ensure donation processing, reconciliation, and stewardship activities meet critical deadlines without direct supervision.
- Interprets and applies University financial and fundraising policies to ensure compliance in donation handling and donor communications, escalating only complex or exceptional cases to the supervisor.
- Advises internal stakeholders and donors on proper procedures for gift processing, receipting, and recognition, ensuring transparency and adherence to Canada Revenue Agency regulations.
- Recommends improvements to financial controls, record-keeping, and workflow processes to enhance efficiency and accuracy within the Development Office and Foundation operations.
- Decides when to inform the supervisor of non-compliance or unusual transactions, exercising judgment to balance autonomy with accountability in financial stewardship.

Communication and contacts

- Collaborates daily with Development and Finance staff to exchange information, reconcile donations, and ensure accurate financial reporting and compliance with University and Foundation policies.
- Communicates regularly with donors and prospective donors to explain giving options, confirm donation details, and provide timely stewardship updates, fostering trust and long-term engagement.
- Coordinates with the Foundation Board and University Relations leadership to share financial and administrative updates, prepare meeting materials, and support informed decision-making.
- Works with internal partners such as Procurement, Marketing and Communications, and Accounts Receivable to align messaging, manage vendor contracts, and maintain consistent donor recognition and reporting practices.
- Liaises occasionally with external auditors and contractors to provide financial documentation, clarify procedures, and implement recommendations that strengthen transparency and accountability.

Knowledge and Experience

The position requires completion of a two-year diploma in accounting, finance, business administration, or a related field. An equivalent combination of education and relevant experience may also be considered. The role demands a solid understanding of financial reconciliation, donor stewardship, and institutional fundraising practices, along with strong knowledge of accounting principles, data management, and compliance with charitable giving regulations.

A minimum of two to three years of experience in financial administration, accounting, or donor services within a post-secondary institution, nonprofit organization, or similar setting is required. The incumbent must demonstrate sound business acumen, attention to detail, and the ability to interpret and apply complex financial and policy frameworks to ensure accuracy, transparency, and effective stewardship of donor funds.

WORKING CONDITIONS

Specific Working Conditions & Requirements
The position is primarily office-based, requiring extended periods of computer use and concentration, which can lead to visual or mental fatigue. The role involves regular critical deadlines and frequent interruptions, requiring the ability to balance multiple priorities and maintain accuracy under pressure. Occasional lifting of file boxes up to 25 lbs may be required when organizing or archiving records. While travel is minimal, the position occasionally supports evening or special events related to donor recognition or Foundation activities. The nature of the work—handling confidential financial and donor information—also demands a high level of discretion, focus, and emotional composure when managing sensitive or complex situations.