

Job Posting for Philanthropic Advisor

Saskatoon Community Foundation

Saskatoon, SK | Full-time, Permanent

Reporting to: Director of Philanthropy

Position Summary

The **Philanthropic Advisor** plays a key role in advancing Saskatoon Community Foundation's mission by building meaningful relationships with donors, fund holders, professional advisors, and community partners. This role supports philanthropic growth through engagement, education, stewardship, and events.

We are seeking a professional, relationship-oriented individual who brings strong interpersonal skills, sound judgment, and a genuine curiosity for learning. While experience in philanthropy or advisory work is valued, we place significant emphasis on *the right personality*—someone who is thoughtful, adaptable, collaborative, and motivated to grow within the role.

Working closely with the Director of Philanthropy, the Philanthropic Advisor supports major gifts, endowments, and legacy giving initiatives while delivering a high-quality and values-aligned donor experience.

Who is the Saskatoon Community Foundation?

The Saskatoon Community Foundation inspires philanthropy, builds community, and leads social change in Saskatoon. The foundation has worked and served on Treaty 6 Territory and the Homeland of the Métis since 1970.

The foundation stewards \$82.7 million in endowed and non-endowed funds and manages over \$25 million in funds for other charitable organizations, ensuring a reliable stream of grant funding flows into the community forever. The foundation has disbursed over \$70 million in grant funding for the community, supporting over 425 charities and representing over 450 fundholders.

Beyond charitable sector expertise, the foundation's professional staff team brings passion for actively supporting positive change in our community.

Follow Saskatoon Community Foundation on Facebook, LinkedIn, Instagram, or visit our website at saskatooncommunityfoundation.ca.

Key Responsibilities

Philanthropic Support & Learning

- Support major gift, endowment, and legacy giving conversations in partnership with the Director of Philanthropy
- Follow up on prospective donor and advisor leads with care, discretion, and attention to detail
- Learn and communicate charitable giving options and philanthropic planning strategies

Relationship Building & Engagement

- Build and nurture relationships with professional advisors (including lawyers, accountants, and financial professionals) through meetings, presentations, and events
- Engage and steward donors and fund holders by responding to inquiries, coordinating interactions, and providing timely follow-up
- Represent the Foundation at advisor, donor, and community events with professionalism and confidence

Events, Education & Collaboration

- Assist in planning and delivering donor and advisor education and engagement events
- Collaborate with marketing and communications to ensure donor- and advisor-facing materials are current and effective
- Work with internal teams to help align donor interests with community priorities and grant making initiatives

Organization, Insight & Administration

- Maintain accurate records of relationships, activities, and engagements within the CRM
- Support analysis of donor engagement and advisor activity to inform future outreach and strategy
- Manage multiple priorities with strong organization and follow-through

Values & Professional Growth

- Demonstrate a commitment to Truth and Reconciliation, Diversity, Equity, and Inclusion
- Participate in professional development and continuous learning opportunities
- Contribute positively to a collaborative, respectful, and community-focused workplace

What We're Looking For

You bring:

- A relationship-centred, people-first approach
- Curiosity, adaptability, and a willingness to learn
- Strong interpersonal and communication skills
- Professionalism, integrity, and sound judgment
- Strong organization and attention to detail
- Comfort engaging with a wide range of people and perspectives

Experience & Education

- 2-3 Years Post-secondary education.
- Experience in relationship development, client service, nonprofit, financial, or professional services is required.
- Knowledge of philanthropy or charitable giving is an asset; training and mentorship will be provided.

Why Join Saskatoon Community Foundation

- Meaningful work with lasting community impact
- A supportive environment that values learning and growth
- Collaborative, values-driven culture
- Competitive compensation and benefits

Salary and Benefits

Competitive Salary Range: \$60,000 - \$70,000

A comprehensive benefits plan including health, dental, disability and life insurance

Matched RRSP Contribution

Professional Development Support

How to Apply

Please submit your résumé and a brief cover letter sharing why this role—and community philanthropy—interests you to **executiveadmin@saskatooncommunityfoundation.ca** by **31st January 2026**.

Saskatoon Community Foundation is committed to equity, diversity, inclusion, and reconciliation.

Candidates who are interested in this position but uncertain about their suitability are welcome to contact us for an informal conversation to discuss the role and potential fit.