

JOB OPPORTUNITY

POSITION	STEWARDSHIP & DATABASE OFFICER
LOCATION	Head Office (314 Booth Street), with the option for occasional remote work
TERM	Permanent, Full-Time
REPORTS TO	Director of Fundraising or their designate
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HOURS	Monday to Friday from 9:00am to 5:00 pm for a total of 40 hours per week, with overtime as operationally required, flexibility to work evenings and weekends from time to time is required
RATE OF PAY	\$57000 - \$60000/annum
START DATE	June 15, 2026
END DATE	N/A

Cornerstone offers emergency shelter and affordable supportive housing in four residential facilities for women experiencing homelessness, poverty, mental illness, addictions, trauma, and abuse in Ottawa. Our services are offered in an environment that promotes dignity and a sense of hope. We are committed to public education and advocacy and strive to increase safe affordable housing and to end homelessness. Cornerstone is a Community Ministry of the Anglican Diocese of Ottawa.

Join Our Team

Reporting to the Director of Fundraising the Stewardship and Database Officer will serve as a key member of the Resource Development team and will play a vital role in helping us achieve new growth milestones, take on ambitious new projects, and increase our capacity to steward a growing community of donors.



The Stewardship and Database Officer understands the importance of demonstrating genuine gratitude, meaningful impact, and ongoing opportunities for donors at all levels to engage with our mission of serving women that have experienced homelessness in Ottawa. The Stewardship and Database Officer leads the team in adoption of industry best practices for fundraising data management and improving organizational data capture. The Stewardship and Database Officer is responsible for all elements of donation processing with a particular emphasis on efficiency, customer service and donor stewardship.

What You'll Be Doing

Data entry, receipting, and database management – 60%

- Be the team lead for all aspects of our CRM, including training colleagues on proper use and liaising with consultants.
- Responsible for inputting in-take data into relevant systems and ensuring that all necessary data is being entered, maintained, and upholds industry best practices.
- Lead all aspects of donation processing and importing.

Donor Journey Stewardship (Emphasis on monthly donor cultivation and reactivation) – 25%

- Collaborate with fundraising team to develop and implement the donor journey as a well-defined process that deepens the relationship through a series of thoughtful and varied stewardship tactics.
- Contribute to the retention and upward migration of donors through stewardship initiatives.

Prospect Research and Reporting 15%

- Responsible for conducting prospect research, analyzing findings, and producing monthly reports.
- Other duties related to the position as assigned.

What we need from you

Qualifications & Skills

- University degree/college diploma or equivalent combination of education and experience, required.
- 1-3 years CRM experience with proficiency in gift processing, receipting, moves management, reporting (experience with Raiser's Edge), required.
- 1-3 year's relevant experience in donor relations and stewardship with a demonstrated track record of success, required.
- Bilingualism is an asset.
- Flexibility to work some evenings/weekends as required.
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Knowledge, Skills & Abilities:

- Excellent written and verbal communication skills, role includes communications and record keeping.
- Strong data entry skills (with focus on accuracy and attention to detail) and highly proficient in Microsoft Office and Google suites of products.
- Strong work ethic, professional integrity, initiative-taker.

- Discretion and tact in handling sensitive or confidential information.
- Passion for social services and women's issues is an asset.
- Ability to work independently, with minimal supervision, and under the pressure of a multi-stakeholder environment.

Core Competencies

- Mission Driven—passionate about ending homelessness.
- Resilience—remains engaged in work even when there are challenges.
- Adaptability—adjusts approach, style or priorities to meet organizational needs.
- Collaborative—cultivates relationships with team members. Values the input of others and embraces opportunities to work together.
- Accountability—takes personal ownership and responsibility for the quality of work and timeliness of work commitments.

Job Specific Competencies

- Relationship Building—develops and maintains effective relationships with others; relates well to people from varied backgrounds and different situations.
- Critical Thinking – ability to identify the important questions to ask and problems to solve; shows versatility when unexpected changes occur.
- Attention to Detail—is thorough when performing work and conscientious about attending to detail.

JOB DESCRIPTION: Appended

POSTED FROM: May 15, 2026

TO APPLY: Please send your Cover Letter & resume to careers@cornerstonewomen.ca by no later than Wednesday, May 27, 2026 by 12:00 pm (Noon)

Ready to be part of a team making a difference?

APPLY NOW

Cornerstone is an Equal Opportunity Employer and actively encourages diversity in our staff team. If you require any accommodation through the hiring process, please contact us at careers@cornerstonewomen.ca

Thank you for your interest in joining Cornerstone. We will contact you if your candidate profile matches our hiring needs.

Check out our website for more information <https://www.cornerstonewomen.ca>