

Lunenburg Academy Foundation

Coordinator, Donor & Visitor Relations

The Lunenburg Academy Foundation is seeking an organized, creative, and community-minded **Coordinator, Donor & Visitor Relations** to help advance its work in preserving and revitalizing the historic Lunenburg Academy. This role offers a meaningful opportunity to contribute to donor engagement, communications, and day-to-day operations, while helping ensure this iconic National Historic Site continues to serve the community for generations to come.

About the Lunenburg Academy Foundation

The Lunenburg Academy Foundation is dedicated to preserving, restoring, and reimagining the historic Lunenburg Academy as a vibrant community and cultural space. The Foundation also stewards the Heritage Classroom Museum, which celebrates the region's educational history and offers visitors a glimpse into classroom life of the past.

Position Summary

The Coordinator, Donor & Visitor Relations will play an important role in supporting the Foundation's day-to-day operations, donor relations, communications, and administrative functions. This position works closely with the Operations Manager, Executive and Board of Directors to help maintain strong relationships with donors, ensure smooth administrative processes, and support the Foundation's communications and donor engagement efforts.

The ideal candidate is organized, creative, detail-oriented, and comfortable working in a small nonprofit environment where responsibilities are varied and collaborative.

Key Responsibilities

Donor Relations & Stewardship

- Support donor engagement through timely communication, acknowledgements, and follow-up.
- Prepare and issue charitable tax receipts; maintain donor and membership records.
- Assist with donor recognition initiatives and other stewardship activities.
- Contribute creative ideas to strengthen donor relationships and appreciation.

Social Media & Communications Support

- Assist in planning, creating, scheduling, and publishing content across the Foundation's social media platforms.
- Highlight Foundation events, restoration updates, historical moments, community stories, and fundraising initiatives.
- Support the preparation and production of the Foundation's annual newsletter and other communications.
- Assist with website updates and digital content maintenance.

- Help develop creative ideas to expand audience reach and engagement.

Financial Administration & Recordkeeping

- Process bank deposits and assist with reconciliation of donations and sales.
- Assist with management of online donations and e-commerce platforms.
- Process membership dues and merchandise sales using Square POS.
- Maintain accurate financial records and assist with monthly deposit reports.
- Ensure digital filing systems are organized and up to date.

Board & Governance Support

- Assist with coordination of Board meetings, both in-person and virtual.
- Help prepare meeting materials, scheduling, agendas, recording minutes and distribution as required.

Heritage Classroom Museum & Visitor Engagement

- Assist with Heritage Classroom programming and support interactions with visitors, tourists, and various audiences and groups to share the Academy's history.
- Support gift shop operations and merchandise sales.

Office Administration

- Collect, sort, and respond to incoming mail and general inquiries.
- Maintain databases and administrative records.
- Assist with preparation of presentations, reports, and proposals.
- Provide general administrative support to the Operations Manager, Executive and Board members.
- Maintain organized filing systems and support general office management tasks.

Qualifications & Attributes

- Strong organizational and administrative skills with attention to detail.
- Excellent written and verbal communication skills.
- Experience with social media platforms and digital communications.
- Comfortable working with databases, spreadsheets, and online platforms.
- Ability to manage multiple tasks and meet deadlines in a small-team environment.
- Experience in nonprofit administration, fundraising, or donor relations is an asset.
- Collaborative and adaptable team player.
- Creative thinker with an interest in community engagement, heritage, and culture.
- Professional, courteous, and donor-focused.

This position is supported through the START (Skills Development and Training) Program with Employment Nova Scotia. [Learn more about the program.](#)

To be eligible for this position, applicants must:

Be legally entitled to work in Canada;

Meet the eligibility criteria established by Employment Nova Scotia's START Program; and

Be approved for participation in the START Program prior to the start date of employment.

Eligibility is determined by Employment Nova Scotia and may be subject to additional program requirements.

To learn more about the job and apply contact:

Bruce Hebb @ Ed@lunenburgacademyfoundation.com

Or/ Nancy Howard, Operations Manager Administrator@lunenburgacademyfoundation.com

See: LunenburgAcademyFoundation.com