Alumni Advancement Manager

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Professional and Managerial Group

Alumni Advancement Manager

Alumni Affairs and Development

Temporary full-time from April 2016 – October 2017

Hiring #: 2016-0075

Please read the Application Instructions [1] before applying

Alumni Affairs and Development (AA&D) advances the mission of the University of Guelph by raising private support and building relationships with internal and external constituencies. The division’s mission is to promote and increase involvement and support for the University in its many endeavors by building and enhancing relationships with alumni, faculty, staff, students, parents, friends, corporations, foundations and associations. In 2014 the University announced that it exceeded the goal of the Better Planet Project – a $200 million fundraising campaign; the largest in the University’s history. The current fundraising initiatives will continue to provide the human capacity and tools required for discovery and for translating discovery into practical, useful knowledge around four essential areas: Food, Environment, Health and Communities.

The successful candidate for this role will work with our college academic partners to raise fund for their highest priorities which include scholarships, program development and capital funding.

Reporting to the Associate Director, Alumni Advancement, and working closely with the Dean and faculty, the incumbent will be an experienced alumni and fundraising professional implementing a strategic plan designed to engage alumni in the life of the colleges and achieve fundraising targets through the active management of a relationship base of approximately 80-100 prospects for gifts of up to $25,000 combined with the implementation of reunion and class projects.

Additionally, the incumbent will: provide counsel to the Dean and Associate Deans regarding all aspects of college alumni activity, including recommendations on budget allocation and new initiatives; implement strategic volunteer plans, managing between 50-75 alumni volunteers, including alumni associations, boards and committees; work closely with the key staff from AA&D to develop effective communications strategies to deliver to alumni and friends to keep them informed of activities of interest. Other ongoing duties include reunion cultivation and facilitation, event planning and coordination, drafting correspondence, responding to day to day inquiries from alumni, coordination of alumni volunteers for various University events, and other associated duties.

Requirements of this position include: an undergraduate degree and a minimum of three years’ experience in alumni relations, fundraising and/or non-profit management or an equivalent combination of education and experience. Proven success in securing gifts through a variety of methods, as well as a strong record of volunteer and program management, and the demonstrated ability to conceptualize, analyze, develop and coordinate programs are essential. Additional requirements include: proficiency with computers, CRM database software, MS Office (Word, Excel);
a high level of diplomacy, tact, and judgment; superior analytical, strategic-thinking, adaptability, entrepreneurial mindset, communication and relationship-building skills are also essential. Participation in regular evening and weekend meetings and event activities is required.

Covering Position 392-001
Classification P04*

Posting Date: 2016 02 19
Closing Date: 2016 03 04