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.

Forbes Ranks U of G Among Canada's Top Employers

Professional and Managerial Group

Alumni Advancement Manager

Alumni Affairs and Development

Hiring #: 2016-0147

Please read the Application Instructions 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 of Guelph successfully surpassed the $200-million The BetterPlanet Project fundraising campaign. This campaign enhanced the human capacity and tools available for translating discovery into practical, useful knowledge around four essential areas of expertise: Food, Environment, Health and Communities. Post-campaign, the AA&D team will continue to build on this momentum and sustain fundraising levels on an annual basis.

AA&D is currently seeking an experienced fundraising professional to continue building and enhancing life-long relationships, including philanthropic contributions between and amongst alumni, parents, friends and the colleges. Reporting to the Associate Director, Annual Fund, and in consultation with AA&D staff and faculty, you will implement a strategic plan designed to engage alumni and annual giving within your portfolio. You will achieve fundraising targets through the development and active management of telefundraising appeals. In addition, through development and clearance of your own personal portfolio, you will be engaged in personal solicitations focusing predominantly on annual gifts while actively seeking both major and planned gift opportunities.

You will provide counsel regarding all aspects of university telefundraising activity, including determining, measuring and reporting on budget allocation; developing and executing strategies for sustainably resourcing the unit to achieve goal; and using datamining to build effective prospecting lists. The incumbent will manage the recruitment, retention, supervision, discipline and development of skills for approximately 75 University of Guelph students annually. You will proactively develop effective relationships in all colleges and departments so as to ensure students are able to receive training and support that is current, relevant and ultimately impactful for student callers to share and convert into engagement and donations of those they call. You will develop and implement strategic volunteer plans, with a particular focus on a parent engagement and giving program.

Working closely with key staff from AA&D, you will develop effective communications strategies to deliver to alumni and friends to keep them informed of activities of interest. Other ongoing duties may include drafting correspondence, responding to day to day enquiries from alumni, coordination of alumni volunteers for various University events, and other associated duties.

© 2016 University of Guelph
Requirements for this position include: an undergraduate degree and several years experience in alumni relations, fundraising and/or non-profit management, or an equivalent combination of education and experience. Your background must demonstrate proven success in securing gifts through a variety of methods, as well as a strong record of volunteer and program management, demonstrating ability to conceptualize, analyze, develop and coordinate programs. For this particular portfolio, we are seeking specific capacity and experience in student employee management. Superior analytical, strategic-thinking, adaptability, an entrepreneurial mindset, communication and relationship-building skills are essential combined with business level use of Microsoft Office Suite of programs and end-user database proficiency. Regular evening and some weekend work is required, as well as possible travel in support of certain activities.

Position number  392-032  
Classification  P04*  

Professional/Managerial Salary Bands [3]

*Tentative evaluation; subject to committee review.

Posting Date: 2016 04 13  
Closing Date: 2016 04 20

Source URL (modified on 04/13/2016 - 16:00): https://www.uoguelph.ca/hr/careers-guelph-current-opportunities/alumni-advancement-manager-0

Links  
[2] https://www.uoguelph.ca/hr/careers-guelph/how-apply  