Alumni Advancement Manager, University Wide

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 [1]

Professional and Managerial Group

Alumni Advancement Manager, University Wide

Alumni Affairs and Development

Temporary full-time from October 1, 2016 to December 31, 2017

Hiring #: 2016-0317

Please read the Application Instructions [2] before applying

The department of Alumni Affairs and Development (AA&D) advances the mission of the University of Guelph by raising private support and building relationships with a broad range of stakeholders ranging from alumni and friends, to corporations and foundations.

AA&D is currently seeking an experienced fundraising professional. Reporting to the Associate Director, Annual Fund, and in consultation with AA&D staff, you are responsible for annual level fundraising activities of $25,000 and under.

You will implement a strategic plan designed to engage and solicit financial support from alumni, faculty, staff, retirees and parents. You will achieve fundraising targets through development and clearance of your personal portfolio of prospects. You will be engaged in personal solicitations focusing predominantly on annual gifts while actively seeking both major and planned gift opportunities, resulting in a minimum of $500,000 in new or upgraded leadership gifts annually.

You will proactively develop effective relationships in all colleges and departments so as to ensure you are prepared to speak to all U of G priorities, and address current, relevant and impactful opportunities with donors.

Specific responsibilities include identification, cultivation, solicitation and stewardship of donors and prospective donors, as well as preparation of proposals, briefing materials and gift agreements. You will develop and implement an Annual Fund Volunteer Cabinet as well as a robust and sustainable campus engagement and giving program. Working closely with key staff from AA&D, you will develop effective communications strategies to deliver to faculty, staff, retirees, alumni and friends to keep them informed of activities of interest. Other ongoing duties may include event planning and coordination, drafting correspondence, responding to day to day enquiries from donors/prospective donors, coordination of volunteers and other associated duties.

Requirements for this position include: an undergraduate degree and three 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. 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. Some evening and weekend work is required, as well as possible travel in support of certain activities.

Covering Position Number 392-030
Classification P04
Professional/Managerial Salary Bands [3]

Posting Date: 2016 08 10
Closing Date: 2016 09 07