Development Assistant

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Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Development Assistant

Alumni Affairs and Development

Temporary full time from April 2, 2018 to March 29, 2019
Temporary absence of the regular incumbent

Hiring #: 2018-0056

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. AA&D’s vision is to champion the University and its mission and to be instrumental to the University’s realization of its full potential in teaching, research and innovation.

The Development Assistant (DA) works to support and coordinate the major giving fundraising activities and plans of Senior Development Managers, Development Managers and Alumni Advancement Managers. The DA is an important contributor to university-wide prospect management. The incumbent contributes significantly to discussions of prospect strategy and is responsible for prospect management administration for 400 to 600 prospects, including tasks such as management of prospect assignment timelines, updates to the alumni database, preparation and manipulation of prospect lists, and the preparation and distribution of reports outlining the status of activity on prospects. The DA is expected to work closely with staff in Advancement Research to familiarize themselves with prospects for discussion, and is responsible for coordinating general correspondence with prospects.

The DA creates and maintains tools to contribute to and help assess the productivity of the development function as a whole, as well as the performance of individual relationship managers. These tools include personalized tracking for the relationship managers and database data from which fundraising reports are produced. The DA is an integral contributor to the arrangement of all prospect calls, including primary responsibility for preparation in advance of the call, and assigned follow-up. The calls are key fundraising meetings designed to cultivate individuals and ultimately seek resources to support the University. The incumbent’s success in this role directly affects the overall success of the fundraising program.

Using the extensive knowledge of prospects and donors, the DA is required to customize and produce appropriate acknowledgement materials and provide support to various donor acknowledgement activities including acknowledgement letters, donor recognition events, donor reports, and internal reporting mechanisms intended to ensure that the University of Guelph acknowledges and informs its donors.

The DA is a team member of Advancement which is responsible for both the Alumni Advancement and Annual Fund, and Development functions of Alumni Affairs & Development. As such, the incumbent may be asked to perform other duties on an as needed basis such as editing and proofing documents and department or university-wide event support.
Requirements for this position include: Secondary School graduation (college diploma is preferred) and some related experience, preferably in a senior administrative support level in a fundraising environment, or an equivalent combination of education and experience. Additional requirements include: advanced computer skills with excellent demonstrated knowledge of Microsoft spreadsheet, database, internet and word processing applications; self-motivated with a proven ability to work independently; ability to assess priorities in a demanding work environment with tight timelines and multiple origins for work assignments; ability to multi-task; excellent organizational skills and attention to detail; highly effective written and oral communication skills; superior interpersonal and client service skills; and competencies in the area of problem solving and decision making.

Covering Position Number 394-047
Classification USW, Local 4120 Salary Band 4
Normal Hiring Range $22.45- $25.09 per hour

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

*Tentative evaluation; subject to committee review.

Posting Date: 2018 01 31
Closing Date: 2018 02 07

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