Advancement Research Officer

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

Advancement Research Officer

Alumni Affairs & Development

Temporary full-time from January 14, 2019 to June 28, 2019
Temporary absence of the regular incumbent

Hiring #: 2019-0042

Please read the Application Instructions [1] before applying

Alumni Affairs and Development (AA&D) exists to advance 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 department of Alumni Affairs & Development (AA&D) has recently undergone a re-organization to support the vision to attract $50-million in sustained annual philanthropic support (over a five to eight-year period) and to be one of Canada’s most sought-after advancement organizations. As a member of Alumni Affairs and Development, the Advancement Research Officer will exemplify the recently defined department values of: respect, empowerment, integrity, appreciation and forward focus.

Reporting to the Manager, Advancement Research, the Advancement Research Officer provides analysis and assessment of individuals, businesses, foundations and associations in terms of potential to give or to increase their level of giving to the University. The successful candidate proactively identifies prospective donors and assesses the potential match between the prospect’s interests and University needs. Working with the Manager, Advancement Research and other members of the Development team, the Advancement Research Officer provides information and advice to senior University staff and volunteers (senior private and public sector individuals, such as CEOs, Presidents, members of corporate Boards of Directors) on approaches to prospects, including areas of interest and the appropriate level of solicitation.

Specific duties include: Research and prepare profiles of individuals, businesses, foundations and associations to be used in preparing briefing notes for fundraising calls, proposals and correspondence in support of the University of Guelph's fundraising activities; provide timely analysis and assessment on the capacity to give or to increase level of giving to the University; work in collaboration with AA&D staff to identify prospective donors and determine the potential match between prospect interests and University needs; provide analysis and recommendations for prospect strategy meetings; provide advice to senior university staff and volunteers on approaches to prospects, including areas of interest and the appropriate level of solicitation; scan media sources for important news on U of G graduates, friends and other key prospects and share this important stewardship information appropriately; identify charitable foundations with giving interests that match current University needs and fundraising projects; prepare and send solicitation proposals to those charitable foundations where the preferred method of approach is through mail and telephone as opposed to personal visits. In the absence of the Manager, Advancement Research, provide functional guidance of other prospect research staff and part-time students; and, other associated duties as required.

Requirements of the position include: a university degree (MLIS preferred) combined with one year of relevant
experience, or an equivalent combination of education and experience. Membership in APRA-Canada is preferred.
A high degree of accuracy and analytical abilities are required, as are excellent writing, editing, communication, interpersonal, and organizational skills. The successful applicant will have the ability to work independently, as well as in a team, with a minimum of direction and supervision.

Covering Position Number 393-043
Classification USW, Local 4120 Salary Band 5
Normal Hiring Range $24.79 - $27.69 per hour

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.

Posting Date: 2019 01 16
Closing Date: 2019 01 23

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