Stewardship and Engagement Manager, Ontario Veterinary College

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Professional and Managerial Group

Stewardship and Engagement Manager, Ontario Veterinary College

Alumni Affairs and Development

Hiring #: 2019-0390

Please read the Application Instructions [1] before applying

This position of Stewardship Engagement Manager (OVC) is an opportunity to join a high-performing team of passionate fundraising professionals at the University of Guelph, one of Canada’s leading comprehensive research-intensive universities.

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. As a member of the AA&D team, the Stewardship and Engagement Manager epitomizes the department’s shared values of respect, empowerment, integrity, appreciation and forward focus.

We are seeking a new Stewardship and Engagement Manager to join us as we improve the health and well-being of animals, people and the environment at the Ontario Veterinary College (OVC) [2], a founding college of the University of Guelph. Currently, OVC is ranked first in Canada, seventh worldwide and fourth in North America for veterinary science by Quacquarelli Symonds.

Reporting to Director, Advancement (OVC), and working closely with the AA&D Stewardship and Donor Relations team, the Stewardship Engagement Manager (SEM) is responsible for creating and executing a college-wide donor relations and stewardship strategy that appropriately and consistently provides recognition of major donors. In doing so, the SEM will ensure that the College’s valued supporters are actively connected and engaged with the academic, clinical and research activities of the College.

The SEM will be accountable for a portfolio of relationships in the stewardship cycle within the major gift fundraising program for the college, with a focus on relationship management of individuals with giving of $25,000 and above.

More specifically, the Stewardship and Engagement Manager will also:

- lead the fulfilment of stewardship deliverables for OVC major gift donors including the management of gift announcements and overseeing permanent recognition systems as well as the management, preparation and timely delivery of annual donor reports, chair and faculty reports
- devise and execute stewardship plans that engage alumni, donors and friends with the mission of OVC and with the impact of their support
- collaborate with team members to develop individual or group engagement plans for select individual or segments of the college’s major gift donors and/or friends.
- work closely with the OVC Advancement team and OVC Dean to maximize opportunities for donor stewardship at various College events, academic programs, and other activities

Requirements for this position include:
• An undergraduate degree

• Two (2) years’ experience in donor relations, fundraising, and/or public relations in a profit/or non-profit environment, or an equivalent combination of education and experience.

• Superior communication (written and verbal) and interpersonal skills.

• Experience working on a fundraising team on large and complex fundraising projects especially major, multi-year capital campaigns, with specific experience in donor stewardship.

• Proven project management and event planning expertise

• Demonstrated analytical, strategic-thinking, adaptability, and relationship-building skills

• Proficient use of Microsoft Office Suite and donor databases and/or CRM systems

• A passion for animal welfare and/or background in animal, medical or healthcare charities is an asset

Position Number         394-071
Classification               P04*

Professional/Managerial Salary Bands [3]

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [4] 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 07 22
Closing Date: 2019 07 29

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