Development Assistant, OVC

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Position covered by the Collective Agreement with USW Local 4120

Development Assistant, OVC

Alumni Affairs and Development

Hiring #: 2019-0418

Please read the Application Instructions [1] before applying

This position of Development Assistant (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 Development Assistant (DA) epitomizes the department’s shared values of respect, empowerment, integrity, appreciation and forward focus.

Reporting to the Director, Advancement (OVC), the Development Assistant (DA) works to support and coordinate the fundraising goals and activities of the Ontario Veterinary College (OVC) Advancement team in its mission to improve the health and well-being of animals, people and the environment. The DA is an important contributor to university-wide prospect management is responsible for tracking and other administration for 400 to 600 prospects, including tasks such as management of prospect assignment timelines, updates to the database, preparation and manipulation of prospect lists, and the preparation and distribution of reports outlining the status of activity on prospects. The DA works closely with Advancement team members, the OVC Dean and other College leadership and faculty to facilitate donor meetings and visits to campus including arrangements such as travel, parking, hospitality, and tour itineraries. It is also important for the DA to be familiar with donor and prospect details and is expected to contribute to prospect strategies and approaches.

The DA creates and maintains tools to contribute to and help assess the productivity of the advancement team, 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 prospect calls, including primary responsibility for preparation in advance of the call, and assigned follow-up.

Using their knowledge of prospects and donors, the DA is required to customize and produce appropriate correspondence for the OVC Dean and others while providing support to various donor 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 Alumni Affairs & Development, and 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 (post-secondary education is preferred) and 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. Interest in a career in fundraising and/or passion for animal health and welfare is an asset.

Position Number 394-074  
Classification USW, Local 4120 Salary Band 4  
Salary Range $23.13 Minimum (Level 1)  
$25.85 Normal Hiring Limit (Level 3)  
$31.29 Job Rate (Level 7)

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 07 22  
Closing Date: 2019 07 29

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/development-assistant-ovc

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