Alumni Advancement Manager, CEPS

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Professional and Managerial Group

Alumni Advancement Manager, CEPS

Alumni Affairs & Development

Temporary full-time from November 4, 2019 to December 31, 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0451

Please read the Application Instructions [1] before applying

This position of Alumni Advancement Manager (CEPS) 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 Alumni Advancement Manager epitomizes the department’s shared values of respect, empowerment, integrity, appreciation and forward focus.

We are seeking an experienced alumni relations and fundraising professional to work with alumni, donors and volunteers in the College of Engineering and Physical Sciences (CEPS). CEPS [2] provides a unique interdisciplinary research and learning environment that encourages and promotes excellence among faculty, staff and students in five primary academic units: Chemistry, Computer Science, Engineering, Mathematics and Statistics, and Physics.

Reporting to the Associate Director, Alumni Advancement, and in consultation with the Dean and faculty, the Alumni Advancement Manager (AAM) is responsible for engaging alumni in the life of the college through annual giving fundraising (contributions of up to $25,000) and strategic relationship management through events and programs. More specifically, the responsibilities of the AAM include:

- Identifying, cultivating, soliciting and stewarding donors and prospects through the fundraising cycle.
- Managing a pipeline of 80-100 donors/prospects and undertaking 5-7 calls/month.
- Managing strategic class/group reunion activity and class/group fundraising activity.
- Collaborating on all college-related annual giving initiatives, including mass appeals and stewardship communications.
- Providing a strategic lens for on and off-campus alumni engagement opportunities, including events.
- Managing key volunteer relationships, including alumni boards/committees and coordinating alumni volunteers for various University activities.
- Collaborating with colleagues in AA&D to develop effective communications strategies that keep alumni and annual giving donors informed of relevant and strategic activities.
- Supporting relevant day to day alumni correspondence and outreach, and other associated duties as assigned.
- Some evening and weekend work is required, as well as possible travel in support of certain activities.

Requirements for this role include:
Undergraduate degree, with preference given to demonstrated commitment to professional development, relevant diploma or equivalent combination of education/experience
A minimum of three (3) years of experience in alumni relations, fundraising and/or non-profit program management with a proven track record of success
Superior written and interpersonal communications skills, including effective relationship building and experience in managing volunteers
Ability to think and act quickly and effectively under pressure, exercising tact, diplomacy, discretion and good judgment.
Results-oriented with the ability to take initiative and self-manage
Experience and comfort working in a role with significant autonomy.
Ability to adapt and an employ an entrepreneurial mindset.
Experience in event management is required.
Proficient use of Microsoft Office Suite and donor databases and/or CRM systems

(Covering) Position Number   392-054
Classification               P04

Professional/Managerial Salary Bands [3]

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 08 19
Closing Date: 2019 09 03

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