Advancement Manager, Telefundraising

Forbes includes U of G Among Canada’s Best Employers
Professional and Managerial Group

Advancement Manager, Telefundraising

Alumni Affairs and Development

Temporary full-time from August 2021 to July 2022
Temporary absence of the regular incumbent
Hiring #: 2021-0335

Please read the Application Instructions [1] before applying

If you are currently a fundraising professional looking to broaden your sector experience, or an experienced alumni officer eager to advance your career and start working toward fundraising targets, the University of Guelph is seeking to fill a temporary full-time Advancement Manager position. Join Alumni Affairs and Development (AA&D) and be a part of connecting ideas and innovation!

Reporting to the Associate Director, Annual Giving, the Advancement Manager works across the University and colleges to raise funds for their highest priorities which include scholarships, program development and capital funding. Focusing on data-driven prospect discovery and leadership annual giving cultivation, the incumbent is responsible to engage prospects and donors in the life of the University and achieve fundraising targets through the active management of a relationship base of approximately 60-80 prospects for gifts of up to $25,000.

Additionally, the Advancement Manager also oversees and manages the Alumni Engagement Centre (formerly the telefundraising centre). This includes the recruitment, retention, supervision and skill development for approximately 40-60 University of Guelph students annually. You will proactively develop effective relationships in all colleges and areas of the University so as to ensure training and scripting materials are current, relevant and strategic. Due to the nature of this portfolio regular evening and some weekend work is required.

Currently, Alumni Affairs and Development staff are operating remotely, and the successful applicant will be expected to work independently from their home. Equipment will be provided, and virtual support and onboarding will be thorough. The return-to-work guidelines of the University will dictate if and when AA&D staff begin working on campus again.

AA&D is a central service at the University of Guelph and supports the University’s mission to Improve Life by building lifelong relationships with alumni, donors and champions. AA&D is accountable for raising money for the institution’s strategic priorities through the identification and alignment of donors and prospective donors. The division 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 Manager exemplifies the recently defined department values of respect, empowerment, integrity, appreciation and forward focus.

To be considered for the role of Advancement Manager, applicants must have:

- An undergraduate degree coupled with a minimum of three (3) years’ experience in alumni relations, fundraising and/or non-profit management or an equivalent combination of education and experience;
- Experience securing gifts through a variety of methods is highly desired;
- A strong interest and proven skill in effectively connecting and communicating with people and building and nurturing relationships;
- A strong record of program management, and the demonstrated ability to conceptualize, analyze, develop and coordinate programs;
Advancement Manager, Telefundraising
Published on Human Resources (https://www.uoguelph.ca/hr)

- Demonstrated capacity and experience in student employee management
- Proficiency with computers, CRM database software, telefundraising programs, MS Office (Word, Excel);
- Demonstrated motivation working toward targets/goals and ability to take initiative, think creatively and with an entrepreneurial mindset;
- Superior analytical skills and strategic-thinking ability;
- A high level of diplomacy, tact, judgment and adaptability;
- Experience working in a university environment is considered an asset.

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

(Covering) Position Number 392-032
Classification P04
Professional/Managerial Salary Bands [2]

At the University of Guelph, fostering a culture of inclusion [3] 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: 2021 06 28
Closing Date: 2021 07 12


Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/advancement-manager-telefundraising

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
[4] https://www.uoguelph.ca/hr/page-category/current-opportunity