

Posting Preview

Position Information

Competition Number: 2011-E-017

Posting Date: 11-21-2011

Closing Date: 01-09-2012

Division: Community Relations

College Administration or Academic Program: Development

Job Title: Manager Alumni and Advancement Services

Special Instructions to Applicants:

Position Category: Administrative

Administrative or Non-Instructional Type: Permanent Full-Time

Instructional Employment Type:

Required Applicant Documents: Resume/Curriculum Vitae
Cover Letter
References

Optional Applicant Documents:

Duties:

The Alumni and Advancement Services Manager is a key strategic role within the Community Relations Division. The Manager is responsible to lead the planning, implementing and evaluation of all fund raising and Alumni engagement programs / events, aligning with Fund Development related activities, to maximize private sector philanthropic support to Red Deer College. As an integral position within Community Relations, the Manager develops, coordinates and administers programs designed to cultivate both the internal and external communities, with specific emphasis on donor / alumni relations and development. In support of the College's Vision, this work involves the creation, implementation and enforcement of policies, procedures and fiduciary obligations, which will result in growth and ongoing success of the Community Relations' mandate and the Red Deer College Foundation.

Minimum Qualifications:

- Bachelor's degree in a relevant field or a professional accreditation (eg. CFRE, PFP/ CFP) or appropriate combination of education and experience
- High energy, with the ability to deal with multiple priorities
- Excellent organizational and time management skills
- 3-5 years experience in supervisory roles, with proven team building capabilities
- Experience leading volunteers
- Experience in strategic planning/ implementation/ execution
- Proven ability to interact effectively and communicate, whether orally or in writing, with a variety of business and community members
- Ability to interact successfully with diverse clientele, confidently selecting the correct approach

- Seasoned experience in fundraising, including experience with major giving and prospect management
- Communicates a strong service orientation and willingness to help others
- Establishes performance goals and deadlines
- Reacts with urgency to achieve objectives and deadlines despite obstacles and time pressures
- Leadership Skills - Uses appropriate communication and interpersonal skills to guide others towards goal achievement/ a future vision
- Influencing Skills - Uses communication and interpersonal skills to gain acceptance, cooperation and/or support from others
- Conflict Resolution Skills - Uses appropriate communication and interpersonal skills to identify and resolve issues
- Strategic Planning Skills - Ability to creatively assess and synthesize ideas and goals into a succinct strategy and ensuing plan, while being mindful of operational needs/ challenges and overall College strategic direction
- Gets people to follow by communicating objectives and coordinating their efforts, delegating authority where appropriate and displaying sensitivity to their needs
- Manages and organizes own time and to follow up closely all delegated activities
- Initiates and handles a variety of projects or commitments simultaneously
- Listens effectively, to concentrate on what is being said
- Integrity - Can be trusted to perform duties in a proper and honest manner; can be relied on to keep information confidential; capacity to be discreet; performs in a fair, honest, and ethical manner
- Initiates new ideas and responds to the views of others in an open-minded way
- Communicates confidently and effectively with all types of people, to seek out the ideas and views of others, and to guide discussions towards a desired conclusion
- Speaks convincingly and decisively
- Makes decisions which involve the identification and analysis of technical matters or issues with considerable detail
- Thinks and plans with long term issues as well as with more immediate matters
- Team Skills - Being able to work collaboratively with others in a participative management environment; using appropriate interpersonal and communication skills to promote individual and team effectiveness

Preferred Qualifications:

FTE:

Salary:

Commensurate with education and experience

Hours of Work:

Position Start Date:

01-09-2012

Position End Date:

Quicklink for Posting: