

Advancement Officer

Posting Details

Position Title	Advancement Officer
Posting Number	ES382P
Job Posting Open Date	04/14/2021
Job Posting Close Date	05/14/2021
Position Start Date	08/03/2021
Position End Date	
Location	Lansdowne
Applicant Portal Position Category	Exempt
Employee Group	Exempt
Pay Grade	E - Pay Band 7
Salary	Recruitment Range: \$60,335 to \$80,477 per year. Starting salary is determined through knowledge, experience and internal equity. Performance Range: Salary may be up to a maximum of \$88,492 which is obtainable through annual performance increases.
Number of positions to be hired under this posting	1
Additional Pay Considerations	
Days of the Week	Monday to Friday
Work Schedule	Monday to Friday
Total Hours Per Week	35
Position Reason	Replacement
Position Type	Continuing Full Time
Posting Type	Employees & General Public
Division/School	Advancement & Alumni Engagement
Department	Advancement & Alumni Admin Off
Job Description	<p>A) JOB SUMMARY</p> <p>The position of Advancement Officer is a central part of a dynamic Camosun College Foundation team within the Vice-President, Partnerships division.</p> <p>The primary responsibility of the position is to make essential contributions to the ongoing success of a fully integrated fund development program through fund solicitation, major and planned gift programs and annual and capital campaigns, working closely with other members of the development team and involving other members of the College community. The Foundation has a current portfolio asset value of over \$15M, generates between \$2- \$2.5M in gifts annually and has an active donor base of over 4000 individual, corporate, service organizations and foundation donors.</p> <p>Emphasis in the position is placed on fund solicitation, building and implementing strategies that cultivate relationships with both current and new individual, corporate and foundation donors,</p>

working with other members of the team in support of College priorities; enhancing awareness of and support for Camosun College and the Foundation; and maintaining up-to-date knowledge of the tax and legal aspects of charitable gifts.

B) REPORTING RELATIONSHIPS

There are no direct reports to this position.

C) ESSENTIAL JOB FUNCTIONS

In cooperation with the other members of the Foundation team:

- Develop and deliver on plans to support the annual fundraising needs of the College and of a portfolio of client College Schools/departments;
- Develop and produce cases for support, letters of inquiry and proposals and contribute to other communication strategies and communications to increase awareness of the College and its case for support;
- Contribute to the development and implementation of donor stewardship, cultivation and recognition plans;
- Contribute to events planning and implementation that attract new donors, cultivate and recognize current donors and increase awareness of the College and our case for support;
- Maintain a current knowledge of tax and other regulatory issues related to charitable status and charitable giving.

D) OTHER FUNCTIONS AND RESPONSIBILITIES

Performs other related duties as assigned.

Qualifications

- Minimum of 3 years' experience in fundraising along with a proven track record in generating major gifts in the five-figure range;
- Bachelor's degree, preferably in related area;
- Member in good standing of Association of Fundraising Professionals (AFP);
- CFRE designation an asset.

KNOWLEDGE, SKILLS AND ABILITIES

- Personal integrity and a strong work ethic;
- Highly motivated, well organized, energetic and goal-oriented;
- Exceptional communication skills including proposal writing;
- Strategic, critical and analytical thinker in planning, implementing and monitoring all elements of fundraising;
- Ability to work effectively in a dynamic team environment and in cooperation with staff, volunteers, donors and the general public;
- Ability to manage multiple projects simultaneously;
- Computer literacy is essential and familiarity with Microsoft Office and Raiser's Edge software would be a definite asset.

Capabilities

As a member of the college community with responsibilities to enable the achievement of college-wide strategic objectives, the Advancement Officer will demonstrate the three core and three leadership capabilities identified in the College's Capability Framework:

Focus on Students and Their Success (Core)

We all have a role to play in promoting and supporting students – directly or indirectly – contributing to their success, education and transition as they build their path to the future.

Cultural Alignment (Core)

Inclusion and respect align with Camosun's traditions of lifelong learning and positive, supportive experiences for all. We examine our individual and institutional cultures and, through indigenization, consider other ways of knowing (thinking), being (approaches), doing (acting), and relating.

Fostering and Nurturing Relationships (Core)

Fostering and nurturing relationships is at the core of everything we do. Successful workplace relationships take time to develop and include building trust, engagement and collaboration.

Address College Needs (Leadership)

In order to address college needs leaders recognize and respond to the complex, diverse and interdependent components. Leaders inspire others to work individually and collaboratively to achieve departmental/divisional, college and sectoral goals.

Enable Self & Others (Leadership)

To better serve students and the college to achieve success, leaders enable self and others to take responsibility and to participate in learning and development opportunities.

Create Time and Space (Leadership)

To be at our best and achieve organizational goals, we need both time and space. Time and space as a unitary concept promotes opportunities to listen, plan, think, create, innovate and develop relationships.

Open Until Filled

Posting Information

Special Instructions to Applicants

Additional Information

**Quick Link for Direct
Access to Posting**

<http://camosun.peopleadmin.ca/postings/2957>

Supplemental Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

1. Cover Letter
2. Resume

Optional Documents