

Senior Advancement Officer

Posting Details

Position Information

Position Title	Senior Advancement Officer
Posting Number	ES1395P
Job Posting Open Date	05/01/2024
Job Posting Close Date	05/31/2024
Anticipated Layoff Start Date #1	
Anticipated Layoff End Date #1	
Anticipated Layoff Start Date #2	
Anticipated Layoff End Date #2	
Position Start Date	07/02/2024
Position End Date	
Location	Interurban
Building	Liz Ashton Campus Centre
Applicant Portal Position Category	Exempt
Employee Group	Exempt
Pay Grade	Pay Band 9
Salary	Recruitment Range: \$79,731 to \$106,308 per year - Starting salary is determined through knowledge, experience and internal equity. Performance Range: Salary may be up to a maximum of \$116,939, 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	8:30AM to 4:30PM
Hours per Week	35
Additional Work Arrangements	Flexible work hours.
Position Type	Regular Full Time
Position Reason	Replacement
Posting Type	Employees & General Public
Division/School	Advancement & Alumni Engagement
Department	Advancement & Alumni Admin Off

Job Description**A) JOB SUMMARY**

The position of Senior Advancement Officer is an important part of a dynamic Camosun College Foundation team within the Vice-President, Partnerships division.

The primary responsibility of the position is to make essential contributions to the capital campaign to raise gifts at the six and seven figure levels. The incumbent will work closely with other members of the campus community, Advancement team, and the broader community.

The focus of this position is to help in achieving or raising the \$1M+ with specific responsibilities relating to donor identification, research, cultivation, solicitation and stewardship.

B) REPORTING RELATIONSHIPS

There are no direct reports to this position; however, the incumbent supports the Director, Advancement & Alumni Engagement by:

- Fostering a positive organizational environment that encourages highly engaged staff;
- Facilitating optimal teamwork and collaboration to meet desired service levels; and,
- Participating in the selection and evaluation of staff based on appropriate policies, procedures and collective agreements.

C) ESSENTIAL JOB FUNCTIONS

In cooperation with the Director of Advancement & Alumni Engagement and with the support of advancement office staff:

- Serves as the primary fundraiser for \$1M+ gifts in support of Department and College's fundraising strategies;
- Develops and produces cases for support, letters of inquiry and proposals. Oversees other communication strategies and communications to increase awareness of the College and its advancement priorities;
- Identifies prospective donors and conduct necessary research to inform an appropriate cultivation strategy;
- Cultivates and solicits major donors, securing gifts in the six and seven figure range;
- Develops and implements a planned giving strategy to meet college goals and objectives;
- Manages all aspects of cultivation and recognition including initiation, planning and implementation; report analysis, and evaluation;
- Supports and manages campaign leadership volunteers;
- Demonstrates clear and effective communication and leadership within the Department. Assists the Director in leading meetings;
- As required, acts on behalf of the Director at meetings with community leaders and Industry Associations;
- Oversees the twice annual bursary process with the Associate Registrar;
- Ensures that development programs and campaigns are in place and kept on a deadline-driven timetable to maintain, grow and evolve good relations with the College's donors;
- Develops and implements tailored action plans, solicitation strategies and proposals for each prospect;
- Maintains a current knowledge of tax and other regulatory issues related to charitable status and charitable giving.

D) OTHER FUNCTIONS AND RESPONSIBILITIES

- Serves as a mentor for advancement office staff and involves them in campaign activities when appropriate.
- Performs other related duties as assigned.

E) KNOWLEDGE, SKILLS AND ABILITIES

- Personal integrity and a strong work ethic;

Qualifications

- 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.

F) QUALIFICATIONS

- Minimum of 7 years experience in fundraising along with a proven track record in generating major gifts in the realm of five or six figures;
- Bachelor's degree, preferably in related area;
- Member in good standing of Association of Fundraising Professionals (AFP);
- CFRE designation an asset.

Supporting Truth & Reconciliation Commission's Recommendations

Capabilities

As a member of the college community with responsibilities to enable the achievement of college-wide strategic objectives, the Director 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.

Posting Detail Information

Open Until Filled

Posting Information

Special Instructions to Applicants

Additional Information

Quick Link for Direct Access to Posting

<https://camosun.peopleadmin.ca/postings/6860>

Commitment to Equity, Diversity and Inclusion

Camosun College values diversity as a strength and strives to be an equitable and inclusive college community of students and employees. The College is an Equal Opportunity Employer that adheres to the BC Human Rights Code which protects against discrimination based on Indigenous identity, race, colour, ancestry, place of origin, religion, marital status, family status, physical and mental disability, sex, sexual orientation, gender identity or expression, or age. The College also recognizes and honors UNDRIP, the TRC Calls to Actions and the BC Declaration on the Rights of Indigenous Peoples' Act. Going beyond legislation, Camosun recognizes the historical and persistent inequities that many people of marginalized groups have faced in society and in the workplace. We seek to dismantle these barriers through systemic and institutional changes focused on strengthening inclusive hiring practices, accessibility and organizational culture. We recognize that moving towards more equitable communities is an ongoing and evolving journey - one which the College is committed to undertaking. Since Camosun plays an important role in creating change within communities, it is our hope that our employees reflect the diversity of our students and experience an inclusive and supportive work environment. Please contact [Human Resources](#) for more information.

If you require an accommodation during any stage of our recruitment process, please contact hr@camosun.ca to let us know how we can assist you.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Are you legally entitled to work in Canada?
 - o Yes
 - o No
2. * What is the nature of your eligibility to work in Canada?
 - o Canadian Citizen
 - o Permanent Resident
 - o Work Permit
3. If you have a valid work permit, please indicate its expiry date (mm/dd/yy)

(Open Ended Question)

Applicant Documents

Required Documents

1. Cover Letter
2. Resume

Optional Documents

None