

Advancement Officer, Major Gifts

Brandon, Manitoba

Competition Number:

\$74,688 - \$99,011 per annum

(Economic Development Consultant 4)

Assiniboine Community College has been providing exceptional learning experiences for over 55 years. For staff and students alike, Assiniboine offers unparalleled learning environments and responds well to the demands and requirements of the Manitoba labour market. Instructors follow the philosophy of 'learn by doing,' combining theory with hands-on learning inside classrooms, labs, kitchens, shops, fields and the college's Sustainable Greenhouse. This accredited college within the Province of Manitoba offers over 40 unique certificate, diploma and advanced credential programs across a variety of disciplines including culinary arts and hospitality, business, agriculture and environment, health and human services, trades and technology. They also deliver apprenticeship programming in a range of skilled trades disciplines.

Reporting to the Director, Advancement & External Relations, the Advancement Officer, Major Gifts assumes a senior role in the department that will develop complex funding proposals under minimal supervision for short and long-term projects within a moves management structure. The individual will be responsible for proposals that provide larger risks to the overall completion of major fundraising campaigns. This risk will require the individual to assume the project lead function. The officer will help to identify, cultivate, track and solicit alumni, and friends of the college for philanthropic gifts to fund institutional priorities. This will be accomplished both individually and in coordination with department administrators, faculty, and outside volunteers, including foundation Board of Directors. Activities will be undertaken under minimal direction and work is evaluated based on results produced and objectives attained. The Advancement Officer, Major Gifts, will be responsible for a portfolio of prospects within the mid-level philanthropic giving level.

As the ideal candidate, you possess familiarity with effective fundraising techniques as well as a track record of successful negotiation ability through your sales or client management experience. With exceptional communication and interpersonal skills, you possess strong business as well as political acumen, and are highly analytical by nature. Demonstrated organizational skills as well as the ability to work independently and with a high level of confidentiality will be key to success in this role. Post-secondary education, preferably a degree, from a business-related discipline will be considered an asset. Equivalent combination of education and relevant experience however will be considered as well. A valid driver's license is essential as some travel will be required.

This competition will remain open until filled.

Assiniboine Community College campuses are located on traditional territories of Treaty No.1 and Treaty No.2, the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Métis Nation.

If you are interested in this career opportunity, please forward your resume and cover letter to:

Assiniboine Community College

c/o Human Resources

1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9

Fax 204.725.8736 or email humanresources@assiniboine.net

We thank you for your interest. Those selected for further consideration will be contacted.

