

Mid-Level Giving Advancement Officer College Advancement & External Relations

Brandon, MB

Full Time, Regular

Competition # 92-21/22

Salary: \$59,794 – 75,010 annual

(Planning & Program Analyst 2)

Assiniboine Community College strives to create exceptional learning experiences for our students while strengthening Manitoba through applied education and research. The College Advancement & External Relations Department has two opportunities to become part of a newly reimaged team in response to expanded opportunities to engage with our internal and external community.

Supporting Assiniboine's vision of exceptional learning experiences, the Advancement Department raises funds to assist in achieving the very best in programming, teaching and applied research. The Department is in the midst of our largest ever capital campaign to build a leading-edge agricultural training facility. With a strong focus on performance and best practice, guided by a strong Board and leadership team, Assiniboine offers a positive, collaborative team environment with a competitive compensation package.

Currently, we are looking for two experienced fundraising professionals to coordinate, and grow our established giving program of donors and prospective donors. As the ideal candidate, you have a proven track record of effective fundraising techniques and a successful negotiation ability through your sales or client management experience. With exceptional communication and interpersonal skills, you possess strong business and 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. A Degree in Business, Marketing or Communications will be considered an asset. A degree or relevant fundraising certificate is desired; however, an equivalent education with relevant experience will also be considered. A valid driver's license is essential as some travel will be required.

Reporting to the Director, Advancement & External Relations, the Mid-Level Officer will assume a key fundraising position within the department that will grow student awards and be an active member in the fundraising team to solicit funds for projects within the college.

Both this position and the Major Gifts position, helps 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 the Foundation Board of Directors. Activities will be undertaken under minimal direction and work is evaluated based on results produced and objectives attained.

This competition will remain open until filled.

Please note: The college's COVID-19 Campus Access Policy puts in place rules and requirements for students, staff, and others accessing Assiniboine's multiple campuses to prove they are fully vaccinated or undergo routine testing to show a negative COVID-19 test.

Assiniboine Community College is committed to reconciliation and ensuring that its policies, practices, and systems are free of barriers. Assiniboine values diversity and promotes full participation to ensure dignity, respect, and equal access for all employees.

*Assiniboine welcomes applications from all qualified candidates who are **legally entitled to work in Canada**, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders and sexual orientations, and all other groups protected by the Human Rights Code.*

If you are interested in this career opportunity, please forward your resume and cover letter to the address/email/fax information found at the bottom of this page. Please indicated which position (s) are applying by referencing the competition number(s). Requests for accommodations can be made at any point during the recruitment process through the same contacts.

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

*Assiniboine Community College
c/o Human Resources
1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9
Fax 204.725.8736 or email humanresources@assiniboine.net*

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