

## Advancement Officer - Awards

College Advancement & External Relations

Brandon, MB

Full Time, Regular

Competition# 76-24/25

Salary: \$64,731 to \$83,393 annual

(Planning & Program Analyst 2)

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable Thriving Workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: Creativity, Collaboration, and Courage.

The College Advancement & External Relations Department offers an exciting opportunity to engage with both our internal and external communities.

Supporting Assiniboine's vision of exceptional learning experiences, the Advancement Department raises funds to achieve excellence in programming, teaching and applied research. Currently we are in the midst of our largest ever capital campaign to build a leading-edge agricultural training facility, the Prairie Innovation Centre. With a strong focus on performance and advancing the College's strategic initiatives, that are guided by a dedicated Foundation Board and leadership team, Assiniboine offers a positive, collaborative team environment with a competitive compensation package.

We are seeking an experienced fundraising professional to coordinate and expand our established giving program of donors and prospective donors for our student award program. The ideal candidate will have a proven track record in effective fundraising techniques and successful negotiation skills from sales or client management experience. Exceptional communication and interpersonal skills, strong business and political acumen, and a highly analytical nature are essential. Demonstrated organizational skills and the ability to work independently with a high level of confidentiality are key to success in this role. A Diploma or Degree in Business, Marketing, or Communications is an asset. A relevant fundraising certificate is desired; however, equivalent education with relevant experience will also be considered. A valid driver's license will be needed as some travel is required.

Reporting to the Director, Advancement & Alumni Engagement, the Advancement Officer – Awards, will play a key role in growing student awards and be an active member of the fundraising team to solicit funds for college projects.

This position involves identifying, cultivating, tracking and soliciting 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 conducted with minimal direction and work is evaluated based on results and objectives attained.

This competition will remain open until filled.

### Why Join Us?

#### Working Together:

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.

#### Growing Together:

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff professional development.

#### Forward Together:

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders of Manitoba.

#### Our Principles for Continued Success:

- ▶ **Creativity:** We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ **Collaboration:** Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ **Courage:** Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba

#### Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome 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.

*For accommodations or alternative formats, contact [careers@assiniboine.net](mailto:careers@assiniboine.net) or 204 725 8729.*

#### How to Apply:

*If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to [careers@assiniboine.net](mailto:careers@assiniboine.net). We thank all applicants for their interest; only those selected for further consideration will be contacted.*

*Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishininewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.*