



POSITION DESCRIPTION

Position Title: Events & Donor Support Officer

Division: College Advancement and External Relations

Classification: AA4

Supervisor's Title: Director – Foundation and Alumni Engagement

POSITION SUMMARY

Reporting to the Director of Foundation & Alumni Relations, the Event & Donor Support Officer is responsible for the planning, coordination and execution of Advancement events that support fundraising, donor engagement and alumni relations initiatives. The incumbent provides operational leadership for event delivery while supporting sponsorship activities, donor stewardship, fundraising operations and constituent database management.

Working collaboratively with Advancement staff, College departments, volunteers, sponsors and community partners, the Event & Donor Support Officer ensures events and donor engagement activities are delivered professionally and contribute to achieving the College's philanthropic and engagement goals.

RESPONSIBILITIES AND ACCOUNTABILITIES

Primary:

Event Management & Donor Engagement

- Lead the planning, coordination and execution of Advancement events from initial planning through post-event evaluation.
- Coordinate all aspects of event delivery including project planning, timelines, venue coordination, vendor management, registration, guest experience, seating plans, volunteer coordination, transportation logistics and on-site event management.
- Coordinate donor recognition and stewardship events, ensuring all event logistics are professionally managed.
- Work collaboratively with internal departments and external partners to ensure successful event delivery.
- Coordinate registration systems, attendee communications and event materials.
- Support event fundraising initiatives including sponsorship activation, auctions and other fundraising activities as required.
- Evaluate events and recommend opportunities for continuous improvement.

Fundraising Operations & Donor Support

- Provide operational support to Advancement fundraising activities and donor engagement initiatives.
- Process donor pledges and related documentation.
- Coordinate financial and administrative documentation related to fundraising activities.
- Support the preparation and coordination of donor agreements and stewardship documentation.
- Monitor outstanding donor commitments in collaboration with the Finance team.
- Assist with donor stewardship activities, recognition initiatives and relationship management.
- Maintain confidentiality of donor information and financial records.

Sponsorship Coordination

- Coordinate sponsorship activities in support of Advancement initiatives.
- Prepare sponsorship packages and supporting materials.
- Maintain sponsorship tracking and reporting.
- Support sponsorship cultivation, communications and follow-up.
- Coordinate sponsor recognition and stewardship activities.
- Foster positive relationships with sponsors and community partners.

Database Management & Reporting

- Maintain accurate constituent records within the Advancement database.
- Ensure data integrity through timely data entry and ongoing quality assurance.
- Prepare regular fundraising, sponsorship and prospect reports.
- Support reporting requirements for Advancement planning, fundraising activities and performance measurement.
- Assist with prospect research and information management.

Secondary:

- Participate in departmental planning and continuous improvement initiatives.
- Assist in developing and improving event management processes and operational procedures.
- Support volunteers engaged in Advancement activities.
- Maintain current knowledge of best practices in event management, donor engagement and fundraising.
- Perform other related duties consistent with the responsibilities of the position.

KEY RELATIONSHIPS (attach relevant organizational chart(s))

Staff Positions Directly Supervised	0
Staff Positions Indirectly Supervised	0

Other Key Relationships

The incumbent may work with the following:

- College Foundation Board of Directors
- College Alumni Association
- President’s Office
- Communications and Marketing Office
- Deans and Chairs of Schools
- General public and potential donors.

KNOWLEDGE, SKILLS, ABILITIES, OTHER

- Post-secondary education in Business Administration, Event Management, Marketing, Communications or a related discipline is preferred. An equivalent combination of education and experience will be considered.
- Experience coordinating events or projects involving multiple stakeholders, timelines and competing priorities.
- Experience working with sponsors, donors, volunteers or community partners is considered an asset.
- Strong organizational, project management and time management skills with exceptional attention to detail.
- Excellent interpersonal, written and verbal communication skills, with a strong customer service focus.
- Ability to build and maintain positive working relationships with internal and external stakeholders.

- Proficiency with Microsoft Office applications. Experience with CRM or donor database software is considered an asset.
- Ability to exercise sound judgment, maintain confidentiality and work independently in a collaborative team environment.
- Valid Manitoba Class 5 driver's licence.
- Willingness to work occasional evenings and weekends. Some travel may be required.

This position requires a high degree of public relations skills and communication decorum.

Business acumen and political acumen are required to be successful in this position.

Employee's Signature

Date

Supervisor's Signature

Date