



PEOPLE MAKE IT HAPPEN.

Events & Donor Support Officer

College Advancement and External Relations
Brandon, MB
Comp #01-26/27
Salary: \$53,761 to \$62,696 annually (\$28.52 to \$33.26)
Classification: Administrative Assistant 4

Do you enjoy planning events, building relationships, and coordinating projects that bring people together? Assiniboine College is seeking an organized, detail-oriented professional to join our Advancement team as an **Events & Donor Support Officer**.

Reporting to the Director, Advancement & Alumni Relations, you will play an important role in delivering high-quality events and supporting donor, alumni, and community engagement initiatives. This position coordinates Advancement events, sponsorship activities, donor recognition, gift announcements, stewardship initiatives, and fundraising administration, while providing operational support that helps advance the College's fundraising and engagement priorities.

Working collaboratively with colleagues across the College and external partners, you will help create meaningful experiences for donors, alumni, sponsors, volunteers, and community members. Success in this role requires exceptional organizational skills, strong communication, attention to detail, and the ability to manage multiple priorities in a fast-paced, relationship-focused environment.

The Advancement & Alumni Relations team plays a vital role in connecting alumni, donors, industry partners, and the community to the College's vision. Through fundraising, donor stewardship, alumni engagement, and special events, the team helps create opportunities that support students, enhance learning environments, and advance strategic priorities. Joining our team means contributing to meaningful work in a collaborative environment while helping shape the future of Assiniboine College.

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**.

This competition will remain open until the position is filled.

To discover full details about the position, please visit our careers site at www.assiniboine.net/careers to view the Job Description.

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 and 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 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.

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. We thank all applicants for their interest; only those selected for further consideration will be contacted.

For accommodations or alternative formats, contact careers@assiniboine.net or 204 725 8729.

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.