

EMPLOYMENT OPPORTUNITY

Development Officer - St. Stephen's College

Full time (37.5 hours/week)

Annual salary range: \$49,584.60-\$59,160.82

Free parking provided on campus

Application Deadline: Aug 6, 2018 (st.stephens@ualberta.ca)

Position Overview

The Development Officer coordinates the promotion, marketing and fundraising for the College and provides senior level administrative support for the Principal/Dean's office. The incumbent will focus on communication with faculty, staff and various stakeholders to promote the work of the College. Activities will maximize the College's fundraising and marketing through various avenues such as the preparation of promotional print and web-based materials to reach students, donors and the larger College community. The position works closely with the Principal/Dean, the Director of Academic and Administrative Services, the Board, and agencies in regular communication with the College.

Primary Functions

Promotions and Marketing

- Promote and advance College events and programs, including creation of print material, and placement of advertisements in various publications
- Oversee and manage website
- Oversee and manage College social media sites (Facebook, Twitter)
- Create the College newsletter, *The Stevite*
- Create copy for articles in appropriate publications, in consultation with Department Chairs when appropriate
- Take photographs of any newsworthy events that might happen at the College (ie. learning events, convocation or other public events, courses where there might be visual components), to record college history and possibly (with permission) use for *The Stevite*.

Donations and Fundraising

- Provide leadership in consultation with the Principal and Dean as well as related committees of the Board to establish fundraising goals and strategies for the College.
- Provide appropriate briefing and promotional materials to Principal/Dean and Board members to execute strategies with donors. These materials may include but not be limited to written cases for support, presentations, letters, proposals, prospectuses, articles and other materials in support of fundraising goals and strategies
- Work collaboratively with the Principal/Dean to establish and evaluate annual fundraising targets and operational plans, reporting regularly to the Principal/Dean on progress toward annual fundraising targets
- Identify and engage volunteers as advisors to College fundraising strategies as appropriate
- Work with the Principal/Dean and the Board to build long-term relationships with the College's current and prospective individual and corporate donors
- Maintain donor database; facilitate and administer donor receipt process
- Prepare and manage content for electronic and web-based communications targeted to potential and past donors
- Work closely with the Principal/Dean to assure that communications materials and acknowledgement of ongoing donations and proceeds from fundraising events are positive and timely.
- Develop and maintain the distribution lists for external stakeholders and internal audiences
- Provide administrative support for fundraising events as needed.
- Support the fundraising events committee by sending out notices of meetings, attending meetings, and ordering lunch
- Create and arrange for printing of fundraising event invitations; mail out
- Create Power Point presentation to be shown at fundraising events

Support to the Office of the Principal and Dean

- Coordinate activities with the Principal/Dean to carry out the vision for the College.
- Provide leadership in coordinating wellness activities for staff and faculty.
- Oversee the Research Ethics Review process

- Support the Board of Governors; organize agenda in coordination with the Chair and Principal/Dean; instigate and track business as required; act as the staff support person for the meetings throughout the year; take records of meetings and distribute minutes, keeping historical record of proceedings
- Provide leadership, in consultation with the Principal/Dean, to plan the Convocation related activities.
- Serve as the staff resource for the Awards and Honorary Degrees Committee
- Telephone support for reception, and other duties, as required.

Qualifications and Skills

- High School Diploma; post-secondary education in business, public relations communications, marketing or a related discipline preferred.
- Team leadership skills to work cooperatively with the Principal/Dean, staff, faculty, Board and committees to develop and implement strategic goals for the College.
- Five years of administrative experience, preferably in an educational environment.
- Successful experience in fund development, donor relations, sponsorship, marketing, or business development.
- Experience with face-to-face solicitations of major gifts.
- Strong project management and organizational skills and demonstrated excellence in problem solving.
- Excellent interpersonal, verbal and written communication skills.
- Computer proficiency using MS Office applications; experience with WordPress or Sitecore (University of Alberta-specific website software) is preferred; willingness and ability to learn new software programs.
- Familiarity with online and new media technologies and strategies.
- Knowledge of website development and maintenance.
- Fast and accurate keyboarding skills.
- Ability to work efficiently without direct supervision, and the ability to prioritize multiple tasks.
- Prompt and professional personal, phone and email communication.
- Awareness of, and essential agreement with, the College's Mission and Values.
- Willingness and ability to deal with all college staff and faculty in a mature, flexible and professional manner and with a high degree of discretion befitting an organization dedicated to team-work in delivering quality educational services. Ability to resolve normal work related differences in a professional manner, according to the procedures set out in the Staff Personnel Policy. Where guidelines are not evident, shall report matters immediately to the Registrar.

St Stephen's College is a theological college located in Edmonton, Alberta, on the main campus of The University of Alberta. The College is primarily oriented toward graduate theological education; however also offers undergraduate University of Alberta courses. The College has a reputation for innovation in theological education, and values flexibility, non-traditional modes of learning, an action-reflection model of education, the testing of new methodologies, collegiality, inclusive imagery, self-directed learning, and the integration of theology with the arts.

St. Stephen's College hires on the basis of merit. We are committed to the principle of equity and inclusiveness in employment. We welcome diversity and encourage applications from all qualified persons, regardless of race, creed, gender, age, or sexual orientation.

We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.