

Associate Director, Development and Alumni Engagement, Haskayne School of Business, Office of Advancement

Job ID: 21890

Updated: January 28, 2021

Location: Main Campus

Position Overview

The **Haskayne School of Business** and the **Office of Advancement** are currently seeking a Full-time Regular **Associate Director, Development and Alumni Engagement**.

The Haskayne School of Business at the University of Calgary is recruiting an Associate Director of Development and Alumni Engagement. Reporting to the Director of Development, Haskayne School of Business, the Associate Director is a key member of the Haskayne School of Business Development and Alumni Engagement team.

The University of Calgary is Canada's leading next-generation university, a living, growing and youthful institution that embraces change and opportunity with a can-do attitude. Located in the nation's most enterprising city, the university is making tremendous progress in its journey to be recognized as one of Canada's top five research universities, grounded in innovative learning and teaching and fully integrated with the community it both serves and leads. The University of Calgary inspires and supports discovery, creativity and innovation across all disciplines. For more information, visit ucalgary.ca.

The university has a clear strategic direction, *Growth Through Focus*. On June 30, 2020, we closed *Energize: The Campaign for Eyes High*, a \$1.3 billion comprehensive fundraising campaign. The Campaign was a tremendous success that has positively charged our campus community, our city, and beyond through philanthropic support for student experiences that unleash potential; research outcomes that benefit society; and community connections that strengthen our ties. We are now in a Year of Gratitude where we are celebrating and honoring our generous donors and stakeholders.

The University of Calgary's overall Advancement Office exists for the mutual benefit of the University of Calgary and its stakeholders and coordinates development, alumni relations, communications and community partnerships. The Development area in particular is an active, collaborative team that enhances University fundraising efforts in support of the Growth Through Focus strategy and its aligned Academic and Research Plans.

The Haskayne School of Business' Development Office is a major business unit of both the University's Central Development Office and the Haskayne School of Business. Its role is to raise funds, steward donors, and engage alumni on behalf of both the School's specific priorities and the University of Calgary's major priorities.

This position works closely with Haskayne staff and faculty, as well as with the University Advancement team. This position is responsible for developing and cultivating donor relationships to secure donations to help achieve philanthropic goals and objectives. A primary role for this position is to lead the development and implementation of a comprehensive alumni engagement and fundraising program in the Haskayne School of Business and advise senior leadership within the faculty on best practices and strategic alumni engagement. The Associate Director works closely with the Haskayne School of Business Advancement Hub to align alumni relations strategies with faculty advancement goals, and with staff in the University of Calgary Alumni office to integrate the Haskayne School of Business alumni relations strategy with the University's Alumni Strategy. The Associate Director helps define and shape a new level of sustainable alumni engagement within the Haskayne School of Business and leads the development of an impact-focused alumni strategy that benefits alumni and the University.

There is a high volume of work, with hours outside of a regular workday occasionally required. The ability to prioritize multiple competing demands is required. This position interacts with different stakeholder groups, and has access to highly sensitive and confidential information. The impact of decisions made by this position will be School and University-wide. Diplomacy, tact, discretion, conflict resolution and ability to manage fluid expectations, projects and deadlines are key skills required by this role.

Position Description

Summary of Key Responsibilities (job functions include but are not limited to):

- Secure donations at the \$25,000+ gift level, focusing on Haskayne alumni while also managing class gifts, reunion gifts and other gifts at an annual giving level.
- Develop prospect lists and qualify new donors in compliance with Prospect Management and University policies
- Assist faculty members, unit leaders and volunteers in identifying, cultivating, soliciting and stewarding donors to the school
- Develop and advance an alumni strategy to leverage existing strengths in the Haskayne School of Business and generate a substantial increase in opportunities for the School's 27,000+ alumni to be involved with the University in ways that benefit alumni, the School, the University, and the community;
- Improve faculty and institutional knowledge of alumni feelings, needs, and behaviours to better serve alumni and the University;
- Adopt an alumni engagement service-delivery model for Haskayne School of Business-based programming that works in conjunction with the overall UCalgary Alumni Engagement strategy to facilitate alumni engaging with each other and the University
- Make strategic use of communications as an alumni engagement tool
- Build strong alumni communities to foster support for the University and to nurture valued relationships for alumni, including alumni volunteer groups.
- Build strong relationships with donors; develop stewardship and cultivation plans
- Work effectively in a large, complex, dynamic and sophisticated organization
- Prepare written fund development and alumni engagement materials including proposals, reports and other materials as required
- Ensure confidentiality and strong professional ethics, demonstrating honesty, integrity, high standards, and understanding and commitment to an academic environment
- Collaborate with the UCalgary Advancement Office to ensure coordination of the School's fundraising priorities with institutional strategies for donors,
- Ensure ongoing personal development in fundraising and the post-secondary learning environment
- Perform other duties as required

Qualifications / Requirements:

- University degree and minimum of four year's experience in a fundraising environment, preferably, a post-secondary educational setting, with responsibility for, or exposure to, Alumni Relations strategy development and best practice.
- Demonstrated experience in major gift (\$25,000+) solicitation is required
- Proven leadership ability and experience recruiting, training and motivating volunteers
- Ability to produce compelling communication tools for use in development and alumni engagement, including cases for support, gift proposals, presentations and collateral materials
- Self-motivated, proactive, energetic and goal oriented
- Possess strong written and verbal communication skills
- Possess good listening as well as sound judgment and decision-making capabilities
- Strong interpersonal skills and ability to work both independently and collaboratively, and interact with staff at all levels
- Excellent computer skills including Microsoft Office applications
- Strong organizational skills with the ability to manage multiple projects or priorities simultaneously
- Knowledge of Raiser's Edge fundraising software an asset

Application Deadline: February 18, 2021.

We would like to thank all applicants in advance for submitting their resumes. Please note, only those candidates chosen to continue on through the selection process will be contacted.

Additional Information

This position is classified in the **Professional Career Band, Level 3** of the Management and Professional Staff Career Framework.

To find out more about management and staff opportunities at the University of Calgary and all we have to offer, view our [Management and Staff Careers website](#).

About the University of Calgary

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The University of Calgary has launched an institution-wide [Indigenous Strategy](#) in line with the foundational goals of *Eyes High*, committing to creating a rich, vibrant, and culturally competent campus that welcomes and supports Indigenous Peoples, encourages Indigenous community partnerships, is inclusive of Indigenous perspectives in all that we do.

The University of Calgary recognizes that a diverse staff/faculty benefits and enriches the work, learning and research experiences of the entire campus and greater community. We are committed to removing barriers that have been historically encountered by some people in our society. We strive to recruit individuals who will further enhance our diversity and will support their professional success while they are here. We encourage all qualified applicants to apply, however preference will be given to Canadian citizens and permanent residents of Canada.