

Campaign Associate Development

2 Full-Time, Term Positions Available (up to 5 year term) with possibility of an extension

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

An eligibility list may be created for similar casual, part-time, full-time, and term positions

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

Duties:

The Campaign Associate's role is that of a major gifts officer. The incumbent will work closely with the Senior Director, Campaign and the Development team on all aspects of the capital campaign fundraising and will provide professional staff support to campaign volunteers. Responsibilities will encompass prospect identification, cultivation, solicitation, and donor relations. All donor types - individuals, corporations, foundations, associations and organizations with the capacity to contribute major gifts, will be part of this portfolio.

Required Qualifications:

- Relevant university degree or a combination of education and recent, relevant experience may be considered
- Extensive fund raising experience, with a proven track record of meeting and exceeding targets
- Demonstrated experience with major gift fund raising
- Experience with campaign management, corporate engagement and partnership development
- Demonstrated ability to work independently as well collaboratively within a team environment
- Excellent interpersonal and written communication skills
- Demonstrated ability in developing and maintaining relationships with internal and external stakeholders
- Attention to detail with strong organizational skills
- Strong planning, analytical, problem solving and decision making skills
- Proficient with MS Office Suite including Outlook, Word, Excel
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

Assets:

- Experience with sponsorship solicitation
- Experience with Raisers Edge or other database software

Conditions of Employment:

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Incumbent must provide a current and satisfactory Criminal Records Check
- Valid class 5 Drivers' License

We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.

Competition Number: 2018-007
Closing Date: January 31, 2018
Salary Range: To Be Determined

Apply to Red River College by email: humanresources@rrc.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet the accommodation needs.

For more information and other employment opportunities, visit blogs.rrc.ca/hr

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