

Posting

Alumni & Donor Relations Officer

Full Time Position

Priority Comment

OPEN Competition: This position will be posted until November 16, 2021, however applications will be reviewed on a regular basis in preparation for interviews in late November. Ideally, we are looking for a candidate who will be available to start early January 2022.

Duties and Responsibilities:

Reporting to the Manager, Alumni Relations, the Alumni and Donor Relations Officer (Events) will be primarily responsible for participating in the development and implementation of Department of University Advancement events. In addition, the incumbent will provide event planning and logistics support for department-initiated special events including, but not limited to alumni events, donor recognition events, donor funded lectures, the Tory Society social, convocation receptions, leadership luncheons, plus a variety of other student/alumni events as required.

The Alumni and Donor Relations Officer (Events) will also provide event planning and logistics support to the events being hosted by the Carleton University Alumni Association, its Executive Council and its Chapters and Affiliates.

The Alumni and Donor Relations Officer (Events) may also assist with additional affinity or faculty/department-based reunions. This assistance may involve coordinating reunion mailings and/or invitations, researching alumni lists and addresses, offering planning and event coordination expertise and services and graphic design services and promotion through alumni advertising vehicles such as the Carleton University Magazine and the online Café.

Qualifications:

The incumbent must possess the following qualifications:

- Superior time and project coordination skills;
- Strong combination of theory and practical event planning experience and a solid knowledge of the local event planning industry;
- Exceptional interpersonal skills and the knowledge of how to use them to build and maintain effective relationships;
- Ability to communicate effectively with a broad range of university clients and the general public are required;
- A great deal of tact and diplomacy is required when dealing with various alumni and donor representatives;
- Can work both independently and in cooperation with the other members of the Department;
- Knowledge of the university's culture and institutional goals and objectives is highly desirable;
- Comprehensive understanding of database management;
- Superior computer skills including expertise in the use of MS Excel, MS Word and MS PowerPoint;
- Strong writing skills;

- Ability to work to tight deadlines;
- Superior attention to detail skills;
- Proficient in the art of contract negotiations;
- Possess superior communication and organizational skills, and proven talent in the areas of creativity, resourcefulness, initiative, sensitivity, tact and discretion;
- Meet the highest level of professional standards;
- Must be flexible in being able to respond to frequent weekend and late night requests;
- Frequent, mandatory overtime work required on weekends and weeknights (2-4 times/month); frequent, mandatory travel to alumni and corporate events (2-4 times/month).

Education and Experience:

The above is normally acquired through the completion of:

- Completion of a University pass degree and/or acceptable combination of work experience and appropriate post-secondary institution.
- Graduation from a 1-year college program in Events Management an asset.
- Five years of experience in the area of event planning and/or marketing communications.

Salary:

70,381.00 - 76,982.00/Year

HR Note:

Carleton University and CUPE 2424 are currently completing a joint job evaluation and pay equity project. The University and the Union are working together to describe the skills, effort, responsibilities and working conditions associated with every CUPE 2424 job, including this one. As a result, the job description that is currently associated with this posting (for recruitment purposes) may be revised to reflect the actual duties captured in the new job descriptions.

By applying for this job you are acknowledging that the actual duties associated with this job may differ somewhat from those identified in the job posting and that you will agree to perform the duties of this job as determined through the joint job evaluation process.

Equivalencies will be considered. Applicants are encouraged to provide information which may demonstrate equivalent qualifications. Please note that applicants may be required to complete an employment test as part of the selection process for this position. Those applicants that are selected for an interview will be requested to contact the Human Resource Advisor assigned to this competition as soon as possible to discuss any accommodation requirements. Arrangements will be made to accommodate your request in a timely manner. Carleton University is strongly committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our University including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation or gender identity and expressions.

To apply click on the link below:

<https://carleton.ca/hr/career-opportunities/staff/>