

Job Title: **Full-time Communications Officer**

Department/Campus: Advancement Services, Woodroffe (Ottawa)

Salary Range: \$30.56 -\$35.42 - Hourly

Job Posted On: 29-Apr-2022

Job Posted Until: 16-May-2022

\*Please note jobs are posted until 12:01 am on the posting closing date.

Posting Type: Internal/External – Employees who are full-time internal candidates, as defined by the Support Staff Collective Agreement, will be given first consideration.

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**\*\*\*Please note that applicants must submit their application by the evening before the closing date mentioned above. The posting closes at 12:01am on the morning of the closing date\*\*\***

The Stakeholder Relations Officer reports to the Associate Director, Advancement Services. This role manages and shapes stewardship strategies and key initiatives based on fundraising objectives, programs and activities, alumni programs and events, and the overall objectives of relationship management with different advancement audiences.

The Stakeholder Relations Officer meets frequently with the Associate Director, Advancement Services to review and make recommendations to ensure meaningful stewardship activities and/or implement new engagement practices.

The incumbent will work in close collaboration with the Financial Aid and Student Awards team to ensure that funds (student awards, bursaries, and scholarships) align with Advancement & Strategy's Raiser's Edge database to ensure continuity with fund criteria and stewardship activities where applicable.

The incumbent works closely with members of the Advancement and Strategy team to ensure the strategic and timely fulfillment of recognition plans through the development of stakeholder acknowledgement, recognition, and stewardship strategies. This includes coordinating the enhancement of stakeholder recognition and experience on campus and on the Advancement and Strategy website, and monitoring the creation and distribution of marketing materials, annual reports, telephone scripts, emails, letters, and notes. They will also perform other related duties as required to support the overall outreach and fundraising goals of the College.

The Stakeholder Relations Officer demonstrates a professional attitude and ability to maintain strict confidentiality in all activities, on and off campus, has excellent organization and project/time management skills with highly developed interpersonal and communication skills. In particular, the incumbent demonstrates their abilities to implement donor recognition and stewardship practices, the core key function of this role.

### **Required Qualifications**

- Two (2) year Diploma/Degree in English, Administration, Non-profit Management or equivalent
- A minimum of five (5) years experience liaising with donors, volunteers, and executive staff
- Extensive experience working with high-net-worth donors and familiarity with fundraising and philanthropy in an academic environment or in the non-profit sector.
- Experience in alumni relations and membership based/engagement activities.
- Relationship management and stakeholder relations experience.
- Demonstrated project management and budget management experience.
- Demonstrated ability to multi-task and simultaneously co-ordinate a variety of projects and activities.
- Familiarity with fundraising strategies and activities and capacity to report on the impact of giving.
- Demonstrated knowledge of Raiser's Edge data management and reporting, or of a similar CRM.

- Strong knowledge of Microsoft Office products, in particular Word, Excel, Outlook, and PowerPoint.

\* This position is paid at Payband G

\* Vacancy is for P14726

***Note: This job requires occasional or regular onsite work.***

This position is subject to the terms of the Support Staff Collective Agreement: [https://www.algonquincollege.com/hr/files/2019/04/2018-2022\\_college\\_support\\_ft.pdf](https://www.algonquincollege.com/hr/files/2019/04/2018-2022_college_support_ft.pdf)

**Algonquin College values diversity and is an equal opportunity employer. We offer an inclusive work environment and encourage applications from all qualified individuals. Internal candidates will receive first consideration based on qualifications. If you require accommodation during the recruitment process please contact the Human Resources department at [humanresources@algonquincollege.com](mailto:humanresources@algonquincollege.com). While we thank all those who apply, only those to be interviewed will be contacted.**

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**Please apply online at:**

<https://algonquincollege.wd3.myworkdayjobs.com/CareerOpportunities>

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