



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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ADVANCEMENT OFFICER (EVENTS)

Job ID	23718-8520	
Web Address	https://careers.indigenous.link/viewjob?jobname=23718-8520	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2019-01-07	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

General Description Responsible for building and maintaining positive relationships with University Advancement's key stakeholders, including volunteers and influencers, by providing high quality meaningful opportunities for engagement with McMaster University. The University Advancement division of McMaster University is an integrated department that encompasses the areas of Public & Government Relations, Development, Alumni Advancement, Stewardship & Donor Relations and Advancement Services; areas that coordinate their activities and work as a team to build reputation, relationships and resources. As a key member of the University Advancement team, the specific area of focus may include interactions with donors, alumni, government, students, media, community members, faculty, staff and University senior administration. This position is responsible for making a positive commitment to University Advancement's mission, vision and values, and principles: Integrity, Quality, Respect, Service, Strategy and Teamwork. Due to the nature of this position some evening and week-end work as well as some travel will be required.

Representative Duties & Responsibilities-

- The Advancement Officer must have superior interpersonal, communication and relationship management skills.
- Develop, coordinate and execute a diverse range of event and projects.
- Complete an annual needs assessment and write a plan which includes the development of strategic plans and objectives.
- Develop advocacy and support by calling on stakeholders and accompanying University leadership and key volunteers on visits, as appropriate.
- The Advancement Officer is also required to display extreme professionalism and must have excellent judgment and decision making abilities, as well as display tact and sensitivity.
- Develop and deliver presentations and represent University Advancement in various public speaking environments.
- Undertake research on trends and opportunities within the university sector and volunteer engagement using current research methodologies, tools and technologies.
- Use results and performance measures to inform program budget development and implementation, and modify as needed.
- Develop policies and guidelines, evaluate on-going programs, and recommend modifications and improvements in relation to a specific portfolio.
- Research, write and edit documents, including but not limited to, correspondence, event plans, proposals, contact reports, and briefing notes.
- Coordinate activities with other University and University Advancement functions, including, public, government and media relations, development, alumni relations, stewardship, advancement services and advancement work in the academic faculties, and student

services areas.- Represent University Advancement through correspondence, both paper and electronic, phone and in-person contact.- Manage stakeholder concerns and complaints.- Participate in stakeholder documentation and ensuring accompanying accountabilities are delivered on, including such things as recognition and awards.- Effectively utilize the advancement databases designed to manage information on McMaster's alumni, donor and friends.- Participate, from time to time, in University Advancement projects such as project teams and work teams.- Update and maintain information in various databases.Supervision- Provide direction to others in how to carry out work tasks.- Manage volunteers and ensure adherence to quality standards and procedures for short-term staff.Qualifications- Bachelor's degree in a relevant field of study. A McMaster University degree is an asset.- Requires 3 years of relevant experience.

For more information, visit McMaster University for ADVANCEMENT OFFICER (EVENTS)