



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.Link's 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
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Job Board Posting



Careers.Indigenous.Link

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Agent.e De Developpement / Development Agent

Job ID 06-5A-3F-66-28-D9
Web Address <https://careers.indigenous.link/viewjob?jobname=06-5A-3F-66-28-D9>
Company Universite Bishop's / Bishop's University
Location Sherbrooke, Quebec
Date Posted From: 2022-07-29 To: 2022-08-21
Job Type: Full-time Category: Education
Job Start Date Des que possible / ASAP
Job Salary De / From 28.84\$ A / To 37.65\$ De L'heure / Per Hour (Poste Syndique / Unionized Position))
Languages - Maitrise De La Langue Anglaise Et Bonne Connaissance De La Langue Francaise / Fluent In English
&working Knowledge Of

Description

Les enonces suivants sont destines a decrire la nature et le niveau de travail general. Ils ne representent pas une liste exhaustive de toutes les responsabilites, taches et aptitudes requises.

L'Universite Bishop's recherche un Agent.e de Developpement pour un poste temporaire a temps plein. Se rapportant au Gestionnaire de l'Avancement Universitaire, le ou la titulaire du poste jouera un role de premier plan dans les efforts de collecte de fonds du bureau de developpement en fournissant un soutien strategique, technique et redactionnel aux diverses campagnes annuelles de l'universite, ainsi que pour la gestion des dons a tous les niveaux. La semaine de travail est de 40 heures, du lundi au vendredi avec des soirees et fins de semaine occasionnelles. La periode de travail est de Septembre 2022 a Septembre 2023. Ce poste ne depassera pas deux ans.

Nature des taches

- Participe a l'elaboration et la mise en oeuvre des strategies de dons annuels du Bishop's Annual Fund et des initiatives speciales de collecte de fonds, dont celles des equipes sportives ;
- Rediger des appels de fonds pour les divers programmes de dons des universites
- S'assure que tous les dons au profit de l'Universite Bishop's soient geres en tenant compte du niveau de don des donateurs; redige les lettres, produit les videos de remerciement des etudiants et coordonne le projet " Thank-a-Thons " ;
- Collabore avec les departements universitaires afin de veiller a ce que les souhaits des donateurs soient realises ;
- Former et encadrer les etudiants sur les methodes et techniques de communication appropriees pour remercier les donateurs de tous niveaux
- Redige des articles ou des chroniques pour le Bishop's Alumni Magazine, le site Web de l'Universite ou d'autres medias ;
- Gere et organise la logistique et les communications des evenements et projets speciaux ;
- Soutenir le processus de sollicitation de prospects aux niveaux de don moyen et inferieur;
- Surveille les dons recus, les rapports et les analyses comparatives pour assurer une sollicitation strategique et maximise la participation des donateurs ;
- Prepare les rapports annuels et ad hoc selon les besoins ;
- Met a jour les informations et les notes concernant les donateurs dans Raiser's Edge ;
- Effectue toutes autres taches connexes selon les besoins.

The following statements are intended to describe the general nature and level of work performed. They are not representing an exhaustive list of all responsibilities, duties and skills required.

Bishop's University is seeking a Development Officer for a temporary full-time position. Reporting to the Manager of Advancement the incumbent will play a lead role in the fundraising efforts of the Advancement Office by providing writing, strategic, and technical support to the University's various annual campaigns, as well as the stewardship of donations at all levels. This position has a work week of 40 hours from Monday to Friday with occasional evenings and weekends required. The working period will be from September 2022 to September 2023. This position will not exceed two years.

Nature of duties and responsibilities

- Assist in developing and implementing annual giving strategies for the Bishop's Annual Fund and special fundraising initiatives such as those of athletic teams;
- write fund raising appeals for the universities various giving programs Assist in ensuring that stewardship is provided for all donations to the Bishop's University Foundation, appropriate to the donors' level of giving, including student thank you letters, videos and "Thank-a-Thons";
- Work with departments to ensure donor wishes are fulfilled;
- Train and coach students on appropriate communication methods and technics when thanking donors of all levels;
- Collaborate with the Development Assistant to prepare calling cards, segment donors, and establish gift request ranges;
- Support the process of soliciting prospects at the medium and lower giving levels. Write articles or features for the Bishop's Alumni Magazine, the University website, or other media outlets;
- Manage and organize the logistics and communications for special events or projects;
- Closely monitor gifts received, reports, and comparisons to ensure strategic solicitation and maximize donor participation;
- Prepare annual and ad hoc reports as required;
- Update constituent information and notes in Raiser's Edge;

- Perform other tasks as assigned.

Experience

- Plus de 3 ans et d'experience / Over 3 years experience;

Credentials

- CFRE un atout / CFRE (Certified Fund-Raising Executive) an asset.

Education Requirements

Baccalaureat / bachelor's degree

Essential Skills

- Excellentes competences en redaction et en communication / Excellent writing and communication skills;

Work Environment

- Efforts legers et moyens regulierement /Light and medium exertion, regularly;

Other

L'Universite Bishop's applique un programme d'Acces a l'egalite en emploi issu de la Loi sur l'Acces a l'egalite en emplois des organismes publics.

L'universite accueille les candidat.e.s qui s'engagent a respecter les valeurs d'equite, de diversite et d'inclusion et qui nous aideront a accroitre notre capacite en matiere de diversite et d'inclusion. Nous encourageons les candidatures de membres de groupes historiquement defavorises et marginalises, notamment les peuples autochtones, les membres des minorites visibles et ethniques, les personnes handicapees, les femmes et les personnes LGBTQ2S+.

Bishop's University implements an equal access employment / program under the Act respecting equal access to employment in public bodies. The University welcomes applicants who are committed to upholding the values of equity, diversity and inclusion and who will assist us expand our capacity for diversity and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous peoples, visible and ethnic minorities, persons living with disabilities, women and LGBTQ2S+ persons.

How to Apply

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de presentation, en indiquant pour quel poste vous appliquez d'ici le 21 aout 2022, 16 :00 a careers@ubishops.ca

Veuillez noter que seules les personnes retenues pour une entrevue seront contactees, et que des tests de selection peuvent etre administres ; merci pour l'interet manifeste. Dans le processus de recrutement, nous fournissons un soutien aux personnes handicapees afin de repondre aux besoins en prevenant et en eliminant les obstacles a l'accessibilite. Si vous necessitez de mesures d'adaptation pour participer en tant que candidat.e dans le processus de recrutement, veuillez contacter careers@ubishops.ca

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for by August 21, 2022 before 4:00 pm to careers@ubishops.ca.

Please note that only candidates selected for an interview will be contacted and testing may be required; thank you for your interest. We provide support in the recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation in order to participate as a candidate in the recruitment process, please contact careers@ubishops.ca