



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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Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/20

Advancement Officer -Stewardship & Stakeholder Relations/Agent.e De L'intendance Et Relations

Job ID	13-B2-47-BF-C1-C6		
Web Address	https://careers.indigenous.link/viewjob?jobname=13-B2-47-BF-C1-C6		
Company	Bishop's University		
Location	Sherbrooke, Quebec		
Date Posted	From: 2021-06-16	To: 2021-12-13	
Job	Type: Full-time	Category: Public Administration	
Job Salary	Class(e) 14 \$28.27 To/À \$36.91 Per Hour/ Par Heure (APBU â€” Unionized /syndiquÃ© Position)		
Languages	English - Anglais / French - FranÃ§ais		

Description

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 an Advancement Officer-Stewardship & Stakeholder Relations for a regular full-time position in the Advancement department. Reporting to the Associate Vice-Principal, University Advancement, the incumbent will insure effective relationships with donors, alumni, students, faculty and staff, as well as oversight of the Advancement Office's budget and finances. This position has a work week of 35 hours from Monday to Friday with occasional evenings and weekends required.

Nature of Duties & Responsibilities:

- Assure that stewardship is provided for all donations to the Bishop's University Foundation, appropriate to the donors' level of giving, including donor receptions and other special events
- Build and maintain positive and effective relationships with alumni and donors, faculty and staff, and other stakeholders by ensuring timely responses to requests and inquiries
- Develop new programs and implement program changes, based on research into best practices, and feedback from alumni, donors and other stakeholders
- Prepare and maintain a schedule for Advancement stewardship events
- Coordinate stewardship-related Advancement events and assist at other Advancement Office events as required
- Prepare annual and ad hoc reports as required
- Other duties as assigned

Les Ã©noncÃ©s suivants sont destinÃ©s Ã dÃ©crire la nature et le niveau de travail gÃ©nÃ©ral. Ils ne reprÃ©sentent pas une liste exhaustive de toutes les responsabilitÃ©s, tÃ¢ches et aptitudes requises.

L'UniversitÃ© Bishop's recherche un Agent.E de L'intendance et Relations avec les Donateurs â€“ Avancement Universitaire Se rapportant Ã la Vice-Principale AssociÃ©e Avancement universitaire, le titulaire s'assurera du maintien de relations efficaces avec les donateurs, les diplÃ©mÃ©s, les Ã©tudiants, les professeurs, le personnel et l'administration de l'UniversitÃ©, tout en suivant le budget et les finances du Bureau d'Avancement. La semaine de travail de ce poste est de 35 heures, du lundi au vendredi avec des soirÃ©es et des week-ends occasionnels requis.

Nature des tÃ¢ches:

- Assurer l'intendance de tous les dons Ã la Fondation de l'UniversitÃ© Bishop's, selon le niveau de don des donateurs, y compris les rÃ©ceptions des donateurs et autres Ã©vÃ©nements spÃ©ciaux
- Ã©tablir et entretenir des relations positives et efficaces avec les diplÃ©mÃ©s et les donateurs, l'administration de l'UniversitÃ©, les professeurs, les organisations partenaires et les fournisseurs en assurant des rÃ©ponses rapides aux requÃªtes et demandes de renseignements
- DÃ©velopper de nouveaux programmes et implanter les changements de programmes, selon les meilleures pratiques tout en en tenant compte de la rÃ©troaction des diplÃ©mÃ©s, des donateurs et des autres intervenants
- PrÃ©parer et maintenir la planification des Ã©vÃ©nements du Bureau d'Avancement
- Coordonner les Ã©vÃ©nements relatifs Ã l'intendance des dons du Bureau d'Avancement et assister Ã d'autres Ã©vÃ©nements du Bureau d'Avancement, selon les besoins
- PrÃ©parer des rapports annuels et autres, selon les besoins
- Effectuer toutes autres tÃ¢ches connexes au besoin

Experience

Qualifications & Requirements:

- A minimum of 5 years' experience in a customer service environment
- Experience in social media would be an asset
- Experience working in non-profit sector with board of directors
- Experience negotiating and managing contracts with vendors and service providers

Qualifications et exigences:

- Un minimum de 5 annÃ©es d'expÃ©rience dans un environnement de service Ã la clientÃ¨le
- ExpÃ©rience avec les mÃ©dias sociaux serait un atout
- ExpÃ©rience de travail avec le conseil d'administration dans le secteur Ã but non lucratif;

-Expérience dans la négociation et la gestion de contrats avec des marchands et fournisseurs de services

Education Requirements

Bachelor's Degree or Diploma in communications, public relations or project management

Baccalauréat ou diplôme en communication, relations publiques ou gestion de projet

Essential Skills

- Excellent interpersonal, written and verbal communication and presentation skills
- Excellent verbal and written communication skills in both English and French.

-Excellentes compétences en communication interpersonnelle, écrite et verbale et en présentations

-Excellentes compétences en communication verbale et écrite en anglais et en français

Work Environment

Flexibility to work evenings and weekends

Flexibilité pour travailler les soirs et les fins de semaine

Additional Skills

- Proficiency with MS Office Suite. Experience with Raiser's Edge will be an asset
- Excellent oral and interpersonal skills, including a high level of diplomacy and tact
- Ability to maintain confidentiality
- Effective problem solving and decision-making skills
- Capability to work independently or collaboratively, as projects require
- Ability to manage multiple priorities, complex problems and issues

-Maîtrise de la suite MS Office, de l'expérience avec Raiser's Edge sera un atout

-Excellentes aptitudes orales et interpersonnelles, y compris un haut niveau de diplomatie et de tact

-Capacité à maintenir la confidentialité

-Compétences efficaces en résolution de problèmes et en prise de décision

-Capacité à travailler de manière autonome ou en collaboration, selon les besoins des projets

-Capacité à gérer plusieurs priorités, problèmes et enjeux complexes

How to Apply

Bishop's University implements an equal access employment / program under the Act respecting equal access to employment in public bodies and 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 with disabilities, women and LGBTQ2+.

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for by June 27, 2021 before 4:00 pm to careers@ubishops.ca.

L'Université Bishop's applique un programme d'accès égal à l'emploi issu de la Loi sur l'accès égal à l'emploi des organismes publics et accueille les candidats qui s'engagent à respecter les valeurs d'équité, de diversité et d'inclusion et qui nous aideront à accroître notre capacité en matière de diversité et d'inclusion. Nous encourageons les candidatures de membres de groupes historiquement défavorisés et marginalisés, notamment les peuples autochtones, les membres des minorités visibles et ethniques, les personnes handicapées, les femmes et les personnes LGBTQ2+.

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de présentation, en indiquant pour quel poste vous appliquez d'ici le 27 juin 2021, 16 :00 à careers@ubishops.ca.