



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

<b>Job ID</b>	13-B2-47-BF-C1-C6	
<b>Web Address</b>		
<a href="https://careers.indigenous.link/viewjob?jobname=13-B2-47-BF-C1-C6">https://careers.indigenous.link/viewjob?jobname=13-B2-47-BF-C1-C6</a>		
<b>Company</b>	Bishop's University	
<b>Location</b>	Sherbrooke, Quebec	
<b>Date Posted</b>	From: 2021-06-16	To: 2021-12-13
<b>Job</b>	Type: Full-time	Category: Public Administration
<b>Job Salary</b>	Class(e) 14 \$28.27 To/À \$36.91 Per Hour/ Par Heure (APBU â€“ Unionized /syndiquÃ© Position)	
<b>Languages</b>	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. Bishopâ€™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 Officeâ€™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 Bishopâ€™s University Foundation, appropriate to the donorsâ€™ 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

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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.

Lâ€™UniversitÃ© Bishopâ€™s recherche un Agent.E de Lâ€™intendance et Relations avec les

Donateurs à“ Avancement Universitaire Se rapportant à la Vice-Principale Associée  
Avancement universitaire, le titulaire s'assurera du maintien de relations efficaces avec les donateurs, les diplômés, les étudiants, les professeurs, le personnel et l'administration de l'Université, 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 soirées et des week-ends occasionnels requis.

#### Nature des tâches:

- Assurer l'intendance de tous les dons à la Fondation de l'Université Bishop's, selon le niveau de don des donateurs, y compris les réceptions des donateurs et autres événements spéciaux
- Établir et entretenir des relations positives et efficaces avec les diplômés et les donateurs, l'administration de l'Université, les professeurs, les organisations partenaires et les fournisseurs en assurant des réponses rapides aux requêtes et demandes de renseignements
- Développer de nouveaux programmes et planter les changements de programmes, selon les meilleures pratiques tout en tenant compte de la réaction des diplômés, des donateurs et des autres intervenants
- Planifier et maintenir la planification des événements du Bureau d'Avancement
- Coordonner les événements relatifs à l'intendance des dons du Bureau d'Avancement et assister à d'autres événements du Bureau d'Avancement, selon les besoins
- Planifier des rapports annuels et autres, selon les besoins
- Effectuer toutes autres tâches 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

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##### Qualifications et exigences:

- Un minimum de 5 années d'expérience dans un environnement de service à la clientèle
- Expérience avec les médias sociaux serait un atout
- Expérience de travail avec le conseil d'administration dans le secteur à 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

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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.

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

## prÃ©sentations

-Excellentes compÃ©tences en communication verbale et Ã©crite en anglais et en franÃ§ais

## Work Environment

Flexibility to work evenings and weekends

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FlexibilitÃ© pour travailler les soirs et les fins de semaine

## Additional Skills

-Proficiency with MS Office Suite. Experience with Raiserâ€™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

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-MaÃ©trise de la suite MS Office, de lâ€™expÃ©rience avec Raiserâ€™s Edge sera un atout

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

-CapacitÃ© Ã  maintenir la confidentialitÃ©

-CompÃ©tences efficaces en rÃ©solution de problÃmes et en prise de dÃ©cision

-CapacitÃ© Ã  travailler de maniÃre autonome ou en collaboration, selon les besoins des projets

-CapacitÃ© Ã  gÃ©rer plusieurs prioritÃ©s, problÃmes et enjeux complexes

## How to Apply

Bishopâ€™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](mailto:careers@ubishops.ca).

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Lâ€™UniversitÃ© Bishopâ€™s applique un programme dâ€™AccÃ¨s Ã  lâ€™Ã©galitÃ© en emploi issu de la Loi sur lâ€™AccÃ¨s Ã  lâ€™Ã©galitÃ© en emplois des organismes publics et accueille les candidats qui sâ€™engagent Ã  respecter les valeurs dâ€™Ã©quitÃ©, de diversitÃ© et dâ€™inclusion et qui nous aideront Ã  accroître notre capacitÃ© en matiÃre de diversitÃ© et dâ€™inclusion. Nous encourageons les candidatures de membres de groupes historiquement dÃ©favorisÃ©s et marginalisÃ©s, notamment les peuples autochtones, les membres des minoritÃ©s visibles et ethniques, les personnes handicapÃ©es, les femmes et les personnes LGBTQ2+.

S.V.P. faire parvenir votre curriculum vitae ainsi quâ€™une lettre de prÃ©sentation, en indiquant pour quel poste vous appliquez dâ€™ici le 27 juin 2021, 16 :00 Ã  [careers@ubishops.ca](mailto:careers@ubishops.ca).