



## **Alumni Relations Officer ALR 41296)**

### **Alumni Relations Advancement and Alumni**

**Location:** London

**Employment Group:** Support

**Hours:** 35 hours per week. Monday to Friday 8:30 a.m. to 4:30 p.m.

**Pay Details:** \$38.01 per hour

**Closing Date:** February 28, 2024

### **Working at Fanshawe College**

Fanshawe College is committed to the principles of hybrid work and may offer this option to employees whose work can be performed in an alternate location, without adverse impact to the operations of the College, inclusive of our Student and Staff experience. Confirmation of hybrid work options available to you will be clarified upon hire and may be subject to change based on the duties required of your position. Successful candidates will be required to perform work within Ontario and must be available to work on campus, as required.

**Note:** This is a full-time Support position (35 hours per week).

**Duties:** Under the supervision of the Manager, Alumni Relations, the Alumni Relations Officer is responsible for supporting the development and coordination of key alumni engagement initiatives, including Fanshawe Alumni Stories, the Distinguished Alumni Awards, and the Premier's Awards. This role will work closely with the Advancement Team to identify opportunities for key alumni initiatives via pulled reports from our database system, with the objective to work collaboratively with other members of the Alumni Team in determining the best methods of engagement with our Alumni. Additionally, the Alumni Relations Officer leads the department's annual giving portfolio, including online campaigns, giving day(s), faculty and staff campaigns and class gifts, as well as supports affinity partner programs. This role will lead our crowd funding platform including campaign development, scheduling and marketing, creation and maintenance of best practice policy, and integration and training of campus partners. This role also supports the communications and marketing initiatives of the college's Advancement Team as required.

### **QUALIFICATIONS**

- Post-secondary 2-year diploma in Business and/or Marketing
- Minimum 5 years' experience in a Business/Marketing/Academic environment including experience with strategic plan development, business development and relationship management
- An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
- Knowledge of current marketing and engagement strategies and technologies
- Experience recruiting and coordinating volunteers
- Understanding and experience facilitating mentorship programs
- Experience with Blackbaud Raisers' Edge and Net Community and/or similar fundraising software required
- Completion of a relevant fundraising software certification preferred
- Demonstrated strong organizational skills and attention to detail
- Demonstrated ability to work independently and as a team

- Demonstrated excellent verbal and written communication skills

**While transcripts are not required for the interview, they are mandatory prior to any offer of employment.**

**How to Apply:**

For more information and how to apply, please visit the Fanshawe College website at: <https://jobs.fanshawec.ca/>

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

**Fanshawe College is an equal opportunity employer. We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.**

**Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.**