



## Junior Collegiate Engagement Officer

Winnipeg, MB

The University of Winnipeg Foundation is a registered and incorporated charitable public foundation dedicated to fundraising and asset stewardship in support of and on behalf of The University of Winnipeg and The University of Winnipeg Collegiate. The Foundation strives to build legacies using a donor-first approach, connecting the interests and passions of our donors with the priorities and needs of The University of Winnipeg and The Collegiate. Through education our work supports the dreams of students and helps meet the needs of our community creating limitless possibilities for the future.

### **The University of Winnipeg Collegiate**

Now in its 150<sup>th</sup> year, The Collegiate offers the best of both worlds for students in grades 9 to 12—a high school at a university. Whether a student loves to study, is a potential future leader, or has a special talent to nurture outside of class, they can thrive with the independence and flexibility of learning on a university campus, combined with the support of a close-knit community of educators who care deeply about student success.

### **Position Summary**

Reporting to the Director of Development, the Junior Collegiate Engagement Officer will support activities related to Collegiate alumni and donor engagement.

### **Education:**

Post-secondary education or equivalent combination of education and fundraising experience. Being a graduate of the UWinnipeg Collegiate will be an asset.

### **Experience:**

One to two years related experience in stakeholder engagement, community engagement and/or fundraising.

### **Primary Responsibilities**

The Junior Collegiate Engagement Officer will implement the Collegiate Alumni Engagement Strategy through the following activities:

- Build and maintain strong relationships with diverse stakeholders (Collegiate administration, faculty, staff, alumni, students, donors, Collegiate Alumni Association Board Members),
- Provide administrative support to the Collegiate Alumni Association Board of Directors, including Association communications (email, e-newsletters, annual digital magazine, alumni web pages) and the coordination of Association events and activities,
- Expand and improve the quality of the Collegiate's alumni database,
- Implement the annual Collegiate Campus Campaign,
- Manage a portfolio of Collegiate prospects and donors,
- Manage and continue to develop the Future Alumni Program,
- Assist the Collegiate with the creation and management of Collegiate awards and bursaries,

- Participate and attend Collegiate events and meetings as required.

#### **Skills**

- At least one to two years of experience in fundraising, stakeholder communications, and/or community engagement,
- Effective verbal and written communication skills,
- Effective presentation skills, and public speaking ability,
- Ability to build relationships, and manage change in a complex environment,
- Strong event and project planning skills,
- Ability to exercise judgement, discretion, and problem-solving skills Excellent time management skills, ability to manage multiple priorities in a fast-paced environment, set priorities, and meet deadlines,
- Ability to work independently and as part of a team,
- Strong work ethic and demonstrates ability to take initiative.

#### **Assets**

- University of Winnipeg Collegiate graduate,
- Experience working with volunteer committees/boards,
- Experience working in a high school environment,
- Experience with Raiser's Edge donor relation software,
- Experience working in the charitable sector or equivalent.

We offer a competitive salary based on the candidate's experience and track record, as well as a comprehensive health and travel benefit package, defined-contribution pension, and a generous vacation plan. In addition, we are happy to offer a hybrid work schedule that includes 2 days at home.

Interested individuals should apply by submitting a cover letter and resume to Rayna Rieger at [r.rieger@uwinnipeg.ca](mailto:r.rieger@uwinnipeg.ca). The position will remain open until a suitable candidate is found.

We encourage applications from all qualified individuals from members of groups with historical and/or current barriers to equity, including, but not limited to, Indigenous peoples; members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin; persons with disabilities; women; and persons of marginalized sexual orientations, gender identities, and gender expressions. We welcome applicants to self-identify. Your information will be kept strictly confidential.

We appreciate all applicants for considering The University of Winnipeg Foundation as a potential employer, however, only those considered for an interview will be contacted.