

Travaillons ensemble pour un **leadership** humain



Coordinator of Philanthropic Development and Alumni Relations

Work location: Champlain – St. Lawrence College, 790 avenue Nérée-Tremblay

Service: Management

Supervisor: Edward Berryman, Director of Constituent College

Job status: Specific project, from November 2024 to end of June 2025

Salary scale (based on 35 hours/week): Class 7, between \$84,101 and \$112,133 per year

Posting period: Tuesday October 15 to Thursday October 24, 2024

Start date: As soon as possible

Work schedule: 21 hours per week

A COLLEGE FOCUSED ON HUMAN LEADERSHIP

Located in the heart of a dynamic academic community in Quebec City, Champlain – St. Lawrence College is a forward-thinking college dedicated to cultivating innovation, critical thinking and creativity in its leaders. We pride ourselves on fostering a diverse and inclusive community, reflecting a wide range of backgrounds and perspectives. As an equal opportunity employer and guided by our motto “Working together for human leadership,” we actively seek to enrich our team with individuals who are passionate about our mission and who will contribute to our collaborative environment. Come develop the future leaders of an institution where every voice is valued and every contribution counts.

THE IMPACT OF YOUR CONTRIBUTION

In collaboration with the college management team, the Coordinator of Philanthropic Development and Alumni Relations works to develop, plan, implement and evaluate strategies to identify, raise awareness, solicit and retain potential donors. This person is also responsible for strengthening relationships with college alumni through communications strategies and events.

WHAT YOUR DAYS WILL LOOK LIKE

- Propose, develop and implement a strategy for philanthropic development and alumni relations;
- Develop and carry out an annual action plan for the development of philanthropic projects and solicitations along with alumni relations;
- Plan, organize, execute and coordinate solicitation activities for the development projects;
- Develop and manage a portfolio of potential and active individual and corporate donors;
- Develop and maintain a network of key collaborators within the college community, as well as an external network relevant to the deployment of projects;
- Support college clubs and sports teams in their philanthropic efforts;

- Position philanthropy and collaborate in the organization of major fundraising events for the college;
- Deploy the recognition program for donors and former student-athletes and alumni.
- See to the development and maintenance of communication tools (social media, website, newsletter, etc.) for this sector;
- Develop and execute a communications plan corresponding to the philanthropic development and alumni relations strategy;
- Prepare the annual activity report.

WHAT MAKES YOU THE IDEAL CANDIDATE

As the incumbent of this position, you are recognized for your unifying leadership marked by your respect and kindness. You are also specialized in philanthropic funding and possess a strategic vision with a strong political sense and an ability to recognize and seize opportunities. In addition, you have strong skills in marketing, communication and interpersonal relations while being a go-getter, having a lot of autonomy and initiative, and being comfortable managing several files at the same time and being results-oriented.

- An undergraduate degree in a relevant field (any combination of education and relevant experience will be considered);
- Relevant experience of three (3) to five (5) years in a management position;
- Three (3) to five (5) years' experience in fundraising or business development;
- Experience in event organization;
- Strong interpersonal communications skills and experience with managing volunteers;
- Mobilizing leadership oriented towards action and results;
- Driven and autonomous;
- Ability to adapt to change;
- Good knowledge of the socio-economic and political environment of the region;
- Excellent command of French and English, written and spoken, and ability to deliver presentations in both languages;
- Solid skills in using Office 365.

WHAT MAKES US A GREAT PLACE TO WORK

Come work at a college where team spirit, open communication and collaboration are at the heart of everything we do! Here's what to expect as a member of our team:

- Foster a culture of collaboration where ideas are shared freely, where teamwork is celebrated and where collective efforts achieve common goals;
- Immerse yourself in a dynamic and versatile role, where no day is the same, with varied and creative tasks;
- Benefit from a competitive salary that reflects your skills and expertise;
- Enjoy a supportive culture that prioritizes your well-being, with flexible working hours and comprehensive leave policies;
- Access a comprehensive benefits package, including group insurance and a pension plan to secure your future;
- Take advantage of on-site facilities, such as a cafeteria, sports facilities and library, designed to enhance your comfort and well-being;
- Participate in team sports, instructor-led physical activities, and cultural events that foster a vibrant, healthy community spirit.

This is your chance to contribute to the future of our college: apply today and become a key player in human leadership.

COMMENTS

Champlain Regional College is an employer promoting equal access and invites candidates to identify their membership in a group covered by the Equal Access to Employment in Public Bodies Act.

We thank all applicants for their interest. However, only those selected for an interview will be contacted. Note that the cover letter is mandatory.

PLEASE SUBMIT YOUR CURRICULUM VITAE ACCOMPANIED WITH YOUR COVER LETTER, IN ENGLISH, NO LATER THAN OCTOBER 24, 2024 TO:

**MR. EDWARD BERRYMAN
DIRECTOR, CHAMPLAIN – ST. LAWRENCE COLLEGE
EBERRYMAN@CRCMAIL.NET**