



ST. MARK'S COLLEGE
CORPUS CHRISTI COLLEGE

Development Support Officer, St. Mark's College/Corpus Christi College **[Maternity Leave Coverage]**

This is a full-time, 13.5 month maternity leave coverage contract with the possibility for extension and future employment opportunities

"The Community of St. Mark's, which includes St. Mark's College, Corpus Christi College, and St. Mark's Parish, is the Catholic centre at UBC. St. Mark's College educates undergraduate and graduate students through a theological lens, preparing them to become leaders in Catholic schools, healthcare, and social services. It also prepares the academic formation for men preparing to serve as permanent deacons in the Archdiocese of Vancouver. Corpus Christi College provides students with the good undergraduate start that develops the individual student's potential and enables success today and beyond. Our offerings are unique, imbued with Catholic values, while complementary to UBC."

Overview:

The mandate of Office of Development & Alumni Relations is to secure donations to advance the Colleges and to maintain relationships with the graduates and friends of the Colleges. The Development team works to encourage philanthropic support for the Colleges from alumni, friends, trusts and foundations, and corporations.

The Alumni Relations team manages the network of over 1,000 alumni at St. Mark's College and Corpus Christi College. They have responsibilities for keeping graduates engaged with the Colleges in many ways including: updating them on developments at the Colleges, connecting and networking with their peers in Canada and abroad, encouraging the sharing of ideas and discussion with the community, offering meaningful volunteering opportunities and organizing alumni events in Canada and worldwide.

Functional Reporting Relationships:

The Development Support Officer reports to the Director, Development & Alumni Relations. Primary working relationships are with the Development Officers; the Alumni Relations Officers; the Office of the Registrar; Communications & Online Services; College Operations; and fundraising event coordinators/suppliers.

Expectations and Responsibilities

- The Development Support Officer is responsible for all administrative aspects of the Office.
- The Officer must prioritize workload issues of a cyclical and ad hoc nature and maintain flexibility regarding priorities due to the nature of the office and the need to quickly adjust to changing deadlines and priorities.
- The Development Support Officer plays an important role by providing administrative support to the Office and participating in all fundraising and alumni activities including donor and public relations, major gifts, appeals, special events and planned giving. These expectations and responsibilities, include, but are not limited to, the following:

- Process donations and prepare acknowledgement letters and other correspondence
- Coordinate production and mailing of appeal letters
- Continually update and correct database records
- Maintain foundation, corporation and individual donor files
- Create monthly fundraising reports and other database reports as needed
- Track tax credit donations in the database and keep a file for each tax credit donor
- Answer donor questions regarding tax credit programs
- Create and maintain guest lists, gather and prepare registration materials and other duties as assigned for fund-raising events
- Assemble volunteer, donor and media kits for events and meetings
- Handle all administrative details associated with the Institutional Advancement Committee meetings (i.e. prepare and distribute notices, agendas, minutes, etc.)
- Conduct preliminary research on prospective corporate, foundation and individual donors
- Prepare media materials for distribution (i.e. copying, filing, mailing, e-mailing)
- Prepare Office content for delivery through Communications & Online Services' digital mediums
- Assist the Office in developing complex strategies to secure gifts up to \$25,000 and raising an average of \$1.5 million annually from projects and appeals

Qualifications and Skills

- Post-secondary degree in a relevant discipline such as Business or Education; with two (2) to three (3) years of experience in complex, multi-stakeholder organizations, with applicable work experience in development or alumni relations; or an equivalent combination of education and work experience
- Professional demeanor with excellent oral, written, interpersonal and presentation skills
- Exceptional time management and organizational skills, ability to multi-task
- Demonstrated ability to communicate effectively with diverse audiences and stakeholders
- Ability to be flexible and adaptable
- Ability to work independently or as part of a team in order to meet deadlines and achieve project goals
- Advanced skills on Microsoft applications, including: Word, Excel, Access, PowerPoint, Outlook
- Experience with fundraising/development computer applications are an asset (Salesforce preferred)
- Ability to exercise a high level of judgment, discretion and confidentiality
- Exceptional fundraising and event planning skills; recognized professional designations or program completions are an asset
- Commitment to forwarding the missions and visions of St. Mark's College and Corpus Christi College

Applications, including cover letter and resume should be emailed to hr@corpuschristi.ca.

Closing Date:

September 18, 2019

Preferred Job Start Date:

November 15, 2019