



## **Associate Director, Alumni Advancement**

**Temporary, full-time opportunity (June 1, 2021 to December 31, 2022) – Guelph, ON**

**This is an exciting opportunity to join a high-performing team of passionate fundraising and engagement professionals in Alumni Affairs and Development (AA&D) at the University of Guelph – one of Canada’s leading comprehensive, research-intensive universities.**

AA&D is seeking an experienced professional to support the Department’s vision through the successful growth and management of the University’s Alumni Advancement portfolio. As a member of this campus-wide team, you will epitomize the Department’s shared values of respect, empowerment, integrity, appreciation, and forward focus, as we work to advance the mission of the University of Guelph by building lifelong relationships with our community: alumni, donors and friends. Our vision is for the University to be personally relevant in the lives of our community members. Through these relationships, we amplify the impact of philanthropy to create unique solutions for the challenges facing our world.

Reporting to the Director, Alumni & Annual Giving, and providing inspired leadership to a team of eight to nine direct reports, you will have primary leadership, performance and process responsibility for Alumni Engagement, including College-based Leadership Giving, and volunteer management. As Associate Director of Alumni Advancement, you will be a key member of the central advancement management team and, as such, contribute actively to collaboration within the Department.

Leading annual and multi-year plans, you will develop, execute, monitor, report on, and evaluate operational and strategic plans, objectives and tasks for the Alumni Advancement unit. We will also count on you to lead and support HR performance and development, and manage activity across the University colleges and departments to maximize interest and involvement of alumni and donors.

Some evening and weekend work will be required, as well as periodic travel to support overall goals.

### **REQUIREMENTS**

**To assume the role of Associate Director, Alumni Advancement, you should have a profile that includes:**

- An undergraduate degree in a related field and five (5) years of demonstrated successful fundraising and management experience, or an equivalent combination of education and experience.
- Proven leadership success in securing annual and 6-figure gifts through a variety of methods with individuals, corporations and foundations.
- A strong record of volunteer management, along with staff and business management experience.
- Ability to demonstrate increased levels of management and strategic planning along with significant and successful event and program management.
- Demonstrated business-level proficiency in Microsoft Office and databases.
- Demonstrated excellent analytical and strategic-thinking skills, adaptability, and an entrepreneurial mindset.
- Clear, articulate communication abilities and relationship-building skills.

**NOTE:** This appointment is regularly performed on-campus but, due to the COVID-19 pandemic, will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

*The University of Guelph ([www.uoguelph.ca](http://www.uoguelph.ca)) is one of Canada’s leading research-intensive comprehensive institutions, with a record of outstanding scholarship in the arts, humanities, social sciences, life sciences, physical and engineering sciences, agriculture and veterinary sciences. This is your chance to join us in our endeavour to improve life.*

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To view a detailed posting for the role of Associate Director of Alumni Advancement, including application instructions, please go to our website at [www.uoguelph.ca/jobs](http://www.uoguelph.ca/jobs). Applications, quoting **Hiring #2021-0179**, must be sent to: [careers@uoguelph.ca](mailto:careers@uoguelph.ca).

**At the University of Guelph, fostering a [culture of inclusion](#) is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.**

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