

Bow Valley College is the largest and fastest growing Comprehensive Community College in Alberta. We have locations across southern Alberta helping 14,000 learners each year. Our mission is to contribute to the vitality of communities and strength of the economy through innovative adult education programs and services which equip students for successful living, lifelong learning, and employment in a global knowledge-based environment.

Why work at Bow Valley College? We have recently been named one of Alberta's Top 75 Employers for 2019. Bow Valley College is made up of employees who are committed to our learners' success, as well as each other's. Our staff and faculty consistently say it is the people who keep them at the College, the opportunity to make a difference in the lives of our students, and the incredible support they receive from their co-workers and supervisors.

We are currently accepting applications for an **Advancement Specialist** to join the College's Fund Development team. (**Full-time, Temporary for 12 months**)

As a key member of the Fund Development and Alumni team (which includes Alumni Engagement, and links with the Events Planning team), the Advancement Specialist is responsible for:

- Managing day to day business processes of the Fund Development unit, including:
- Uses, training and accuracy of all Raiser's Edge donor database activity;
- Financial transactions with Business Information & Finance, and Purchasing;
- Establishes new student awards (and financial tracking) with Learner Success Services, and Financial;
- Legislative compliance requirements;
- Inputs, generates and analyzes donor data on the Raiser's Edge database, and ensuring the quality of that data and analysis;
- Prospect management tracking on Raiser's Edge, including Activity Reports, Records of Engagement;
- Manages the gift receipting process through Raiser's Edge and ensuring compliance with Canada Revenue Agency receipting guidelines;
- Manages the student awards cycle for Fund Development (setting up new awards with Learner Success Services, tracking annual disbursements with LSS and Finance) in conjunction with the Fund Development Director;

This position will be the College's resident expert on the Raiser's Edge database, providing strategic direction for all Fund Development and Alumni team members on all areas related to database utilization and management, data mining, and report generation. This position will manage training and orientation to all Fund Development staff (and other staff as required) in the functionality of the Raiser's Edge database, and is responsible for managing and documenting Raiser's Edge procedures, and other procedures falling within this portfolio.

Additional areas of responsibility will include:

Raiser's Edge Lead

- Provides strategic RE expertise to the Fund Development team.
- Provides leadership for the departmental data management systems and to assist Development and Alumni staff to utilize Raiser Edge in support of departmental-wide goals and functions.
- Serves as a technical specialist in the area of annual campaign strategy as it relates to the preparation and tracking of data, including developing data analysis and strategy (in conjunction with fundraisers and Alumni Relations Specialist) for direct mail campaigns.
- Manages the information request process, catalogs and prioritizes information requests.

- Creates, generates and distributes analytics, statistical and demographic reports.
- Works in conjunction with Development, IT, Alumni, and Web Services in the planning, in playing a key role in the implementation and delivery of Raiser Edge.
- This position is required to comprehend each of our user's diverse roles well enough to:
 - o Interpret what type of data each individual user needs to capture and extract from RE;
 - o Identify how each individual's RE tasks/requirements impact the entire RE user group and/or database set-up. (ie. event structure, prospect and proposal maintenance, alumni and donor reporting/mailing).
- Generates datasets, reports, and summaries as required for Fund Development and Alumni Engagement activities.
- Imports and exports data for events (including generating invitation lists) or fundraising activities.
- Inputs, generates and analyzes donor data on the Raiser's Edge database, and ensuring the quality of that data and analysis.
- Provides training and orientation to all Fund Development staff (and other staff as required) in the functionality of the Raiser's Edge database, and is responsible for documenting Raiser's Edge procedures, and other procedures falling within this portfolio.
- Data mining and data analysis (in consultation with Fund Development colleagues) to identify key donor prospects for renewing and upgrading giving, and developing engagement and solicitation strategies.
- Annual reporting for both the Finance Department and the Auditor General of Alberta – this will be a coordinated activity with the Finance Dept.
- Quarterly and annual reporting on Fund Development achievement as required, such as for Executive, Board of Governors and Community Relations Council.
- Monthly reporting as required for Fund Development planning and evaluation, such as all funds raised year-to-date, major gift asks, pledges and planned giving expectancies secured, gifts in kind, etc., and analysis of the numbers and interpretation as they relate to projected strategies.
- Establishes new student awards (and financial tracking) with Learner Success Services, and Financial.
- Maintain entry standards and procedures; conduct trainings to support effective, optimized utilization.
- Develop effective dashboards to track fund and campaign performance, and moves management.
- Audit database record for accurate coding, maintenance of constituent records and data integration; responsible for global changes, creating and mapping required fields.

Systems Improvements

- Assess all modules of Raiser's Edge for potential improvements to efficiencies, data accuracy and validity.
- Serves as a technical expert and interfaces with the Information Technology.
- Assists the ITS with the system upgrades and implementation of new functionality, including: portal services, web delivery of information and third party tools for reporting.
- Reviews database systems related processes, including the monitoring of issues and improvement suggestions and logs in the Raiser's Edge issues log.
- Liaises with database users to recommend and assist in the implementation of new and improved processes.
- Participates in the short and long term strategic plan for Raiser's Edge contribution to the overall success of fundraising.

Gift Receipting

- Manages the gift receipting process through Raiser's Edge and ensuring compliance with Canada Revenue Agency receipting guidelines.

- Cross-trains as back-up to Donor Relations Officer to receipt all donations in accordance with Canada Revenue Agency guidelines.
- Keeps abreast with changes in Canada Revenue Agency as they relate to charitable giving and taxation.
- Cross-trains as back-up to Donor Relations Officer for entering gifts onto Raiser's Edge.

Other Duties

- Provides occasional administrative support through report preparation, meeting logistics and recording, and working closely with the Fund Development Director in tasks and special projects as designated.
- Process financial and administrative forms for the Director of Principal Gifts and the Fund Development Director.
- Researches, collects and compiles information for reporting requirements.
- Manages special project files and documentation by maintaining a file management system.
- Participates as a member of the Fund Development team in delivering events for donor engagement and stewardship, such as the Premier's Scholarship Luncheon, Celebrating Student Futures, Stampede breakfast, etc.

JOB REQUIREMENTS

Minimum Qualifications

- Diploma - Business, fundraising, communications, IT or Project Management, or equivalent level of training and experience.
- A minimum of 2-4 years of progressive career experience.
- Thorough understanding and experience in a Raisers Edge (or equivalent database system) environment.
- An equivalent combination of directly related education and experience may be considered

Preferred

- Bachelor's Degree.
- Experience in data management and interpretation of reports.
- Fundraising experience is an asset.
- Experience in spreadsheets (preparation, analysis e.g. pivot tables) and report formatting.
- Knowledge of all charitable laws that govern receipting of donations.
- Experience in project management.
- Self-starter, ability to identify problems and propose solutions.
- Strong critical-thinking, communication and training skills; customer service-focus.
- Ability to multitask, prioritize, and work independently and as part of a team, in a deadline-driven environment.
- Demonstrated proficiency with data and financial information, strong ability to create reports and spreadsheets using database.
- Experience managing system upgrades, data organization and transition.
- Familiarity with fundraising best practices of a nonprofit organization.
- Extensive attention to detail.
- High levels of flexibility, patience, and humor are necessary to address the practicalities of defining and implementing new processes across a large system.