



Advancement Specialist, Donor Relations

Royal Roads University

Royal Roads University is located on the traditional lands of the Xwsepsum (Esquimalt) and Lekwungen (Songhees) ancestors and families who have lived here for thousands of years. This land has been part of the fabric of the life of Indigenous communities long before Hatley Castle was built, and it will be long into the future. It is with gratitude that we now learn and work here, where the past, present and future of Indigenous and non-Indigenous students, faculty and staff come together. Located in one of Canada's most beautiful National Historic Sites, RRU is just minutes from downtown Victoria, British Columbia and is surrounded by old growth forest and awe-inspiring ocean and mountain views. RRU is a special-purpose university that delivers high-quality applied and professional programs. Established by the provincial government in 1995 through the Royal Roads University Act, RRU was created with a unique mandate and governance structure to respond to the labour market needs of British Columbia. RRU has over 20,000 alumni in 65 countries. With a reputation for innovation, RRU is a leader in the delivery of blended learning programs, which combine intensive residency experiences with online course work.

Job Description

The Advancement team plays a vital role in the future of Royal Roads University (RRU) leading fund development activities that support Royal Roads' vision to inspire people with the courage to transform the world. Through Royal Roads University Foundation (RRUF), RRU operates an integrated fund development program – including Annual Giving and Major Gifts - which supports institutional funding priorities.

Reporting to the Director, Advancement, and working collaboratively with the Advancement team members, the Advancement Specialist, Donor Relations fosters positive and long-term donor relationships that are critical to philanthropic support. As an essential member of the Advancement team, this role helps to build a culture of gratitude, inspiration and accountability by stewarding donors and by providing meaningful recognition programs, impactful reports/communications, and engaging donor experiences and events. The Advancement Specialist, Donor Relations collaboratively develops and implements a range of integrated, consistent and sustainable programs and processes that appropriately contribute to best-in-class donor experiences.

The role requires working independently and demonstrating a high level of initiative while being in a dynamic team environment where flexibility and multi-tasking is essential; it includes other similar duties as they may arise. Some travel and occasional work in evenings and weekends is also required.

Job Requirements

- University degree in marketing, communications, business or related field, or equivalent combination of education and experience in fundraising
- Minimum of three years of related experience, preferably in a fundraising environment



- Demonstrated knowledge and/or experience of fundraising and donor relations theory and practices
- Demonstrated knowledge and experience with event co-ordination and volunteer management
- Possesses exceptional organizational abilities, including priority setting, time management and project management skills
- Superior communications skills (writing, editing and presenting)
- Ability to demonstrate professionalism, integrity, diplomacy and tact
- Strong problem-solving skills with a detail orientation
- Proficiency in Microsoft Office (Excel, Word and Outlook)
- Ability to contribute to a positive and collaborative team environment in a fast-paced, dynamic environment as well as to work independently
- Ability and willingness to work occasional evenings and weekends; some travel is required

Preferred Qualifications

- Proficiency in Raiser's Edge, NXT, or a similar CRM software, as well as with a project management software (e.g. Asana) and design software (e.g. Canva) is an asset
- Knowledge of the University, its heritage aspects, its programs, and the RRU learning experience is considered an asset

Competencies

- Communication
- Customer focus
- Planning, project management and results orientation
- Relationship building
- Teamwork and collaboration
- Problem solving

Additional Information

This is a temporary, full-time position working 37.5 hours per week for a term from February 2023 until July 2024. This position has been evaluated at MPT-B with a salary range of \$61,097 (minimum) to \$71,879 (midpoint) to \$82,661 (maximum) per annum. Employment offers will normally be made between the minimum and midpoint of the range and are determined by knowledge, experience and internal equity. The University is pleased to offer a limited benefits package. (If you are currently enrolled in the RRU Benefits Plan your coverage will remain unchanged.) Royal Roads University is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our faculty and staff including, but not limited to, women, visible minorities, Indigenous people, persons with disabilities and persons of any sexual orientation or gender identity.

While Royal Roads University values all applications we receive, only those candidates shortlisted for further consideration will be contacted. Please note that all qualified candidates are encouraged to



apply, however, applications from Canadians and permanent residents will be given priority. If you require any form of accommodation throughout the recruitment process, please contact us directly at human.resources@royalroads.ca attention: Lorisha Bühler or 250-391-2600 extension 4408 so we can offer you individualized assistance and ensure equity in our recruitment and hiring process. ALL COMPETITIONS WILL CLOSE AT 10.00 P.M. ON THE DATE OF CLOSING

You can learn more about working at Royal Roads University on [Our People](#) site.

To apply online, please visit <https://royalroads.mua.hrdepartment.com/hr/ats/Posting/view/1635>