

Annual Giving Coordinator

About this Opportunity

Join the growing Alumni & Development team at The University of Victoria as we expand to implement a five-year plan to grow our program from an average of \$15 million per year to \$25 million.

We are currently exploring new, exciting directions in Alumni & Development at UVic and have an immediate opening for an Annual Giving Coordinator.

Job Summary

The Annual Giving Office conducts fundraising programs for the faculties and units, and directs university-wide appeals for gifts under \$25,000. The Annual Giving team reaches out to alumni, donors, employees, and friends of the university to promote the scholarships, bursaries, and initiatives that support our current and future students, and better our community.

Reporting to the Manager of Annual Giving, the Annual Giving Coordinator will work with the entire Annual Giving team and will be key to ensuring the smooth execution of Annual Giving activities and ensuring program delivery is consistent, efficient and of the highest standard.

The Coordinator will be responsible for implementing a targeted, multi-channel approach for annual fundraising appeals and donor stewardship initiatives. As well, the Coordinator will be a key person for online giving and social media activities.

The Coordinator will work directly with the Annual Giving Manager, Annual Giving Officers, faculty members, staff, students and other members of the Alumni and Development team to implement initiatives that build and increase annual support of the University from all constituent groups.

Job Requirements

This position requires a bachelor's degree plus minimum 2 years in a development, marketing, or communications position.

Experience must include:

- Developing highly personalized and targeted mail and email communication pieces
- Interaction with stakeholders such as donors or alumni
- Writing for the web
- Working with complex databases
- Proven track record of sound decision making in a demanding and fast-paced environment

An equivalent combination of education and experience may be considered.

Knowledge requirements include:

- Donor-centered philanthropy

- Fundraising best practices
- Donor record maintenance
- Social Media platforms, their respective participants (Facebook, Twitter, Snapchat, Vine, YouTube, Instagram, Pinterest etc.) and how each platform can be optimally deployed in different fundraising scenarios

In addition this position requires:

- Strong writing ability, preferably with a view to marketing and or engaging an audience
- Excellent analytical, critical thinking and problem solving skills
- Exceptional communication skills - oral and written
- Extremely detail oriented
- Ability to multi-task and prioritize work
- Ability to work independently and collaboratively in a team environment
- Excellent organizational skills, attention to detail, and an ability to handle concurrent projects and deadlines, with a service oriented approach, are required.

Assets or Preferences:

- Experience with Raiser's Edge and Netcommunity
- Familiarity using Social Media to accomplish business objectives
- Graduate of the University of Victoria

The deadline to apply is May 5, 2019 at 4pm.

To apply and for more information, please visit UVic's careers website:

<https://uvic.mua.hrdepartment.com/hr/ats/Posting/view/4857>