



**BOOTH**  
UNIVERSITY  
COLLEGE

**EDUCATION FOR A BETTER WORLD**

## **Booth University College Development and Alumni Associate**

**Booth University College** invites applications for a **Development and Alumni Associate**. This position plays a key role in building and sustaining effective relationships with donors and alumni, fundraising to meet institutional goals and contributes to the planning and preparation of various donor and alumni communications. The role reports to the Director of Advancement.

### **Essential Functions of the Job:**

- Responsible for alumni stewardship
  - Maintain regular contact with alumni and manage the alumni email account
  - Reach out to alumni for both stories and donations
  - Is the contributor for the alumni news portion of Booth UC E-News
  - Prepare reports on Alumni relations activity
- Assist in managing Booth University College's effective relationship with donors by
  - Phoning each donor as donations are received
  - Reaching out to lapsed donors
  - Participating in the planning and executing of donor relationship events
  - Developing campaigns to increase donations
- Source new donor opportunities through relationship building
- Achieve annual fundraising goals
- Prepare reports on fundraising activity and donor relations, using Raisers Edge
- Participate in the launch of annual and planned giving campaigns, drafting materials, contacting potential donors one-on-one by phone and/or email, and following up with donors
- Draft direct mail donor appeal letters for approval by Director of Advancement
- Research grant and foundation application opportunities and assist in the writing of grant applications
- Prepare for and participate in functions and special events, on or off site, in support of development activities



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## **QUALIFICATIONS**

### **1. Required**

- Satisfactory criminal record check
- Fully supportive of the integration of faith and learning in a Christian university-level setting and a commitment to the Mission of Booth University College
- Ability to integrate your Christian faith within the workplace
- Post-secondary training in areas of administration, fundraising management, or a related field
- Two years of experience in a development position
- Proficient in database management and use of Excel and PowerPoint
- Detail oriented combined with ability to anticipate needs and work independently with minimal supervision
- A highly effective communicator in both written and oral communications
- Proficient in customer service and building relationships
- Demonstrated strengths in areas of diplomacy, professional demeanor, and sensitivity in dealing with confidential information
- Possess a valid driver's license
- Willing to travel and work evenings and weekends if needed

### **2. Assets (Preferred Qualifications)**

- Experience working with Raisers Edge database
- Solid understanding of The Salvation Army, its values, systems, faith and works

*(The description of essential functions above illustrates various types of work performed but is not all-inclusive. Other duties may be assigned by your supervisor. Given the nature of the organization and the workload, it is expected that all employees be flexible. Booth University College may revise the job description, title, reporting relationship and job duties.)*

This is a part-time permanent position with 18.75 hours per week (Monday to Friday – daytime hours). Booth University College offers a stimulating university college environment, a mission-driven purpose, and the opportunity to contribute to change as Booth UC moves forward on its commitment to its mission: **Education for a Better World.**

### **Application Instructions**

Applications may be submitted in confidence to Human Resources; Booth University College by email: [BoothUC.Careers@boothuc.ca](mailto:BoothUC.Careers@boothuc.ca). Applications must include a cover letter. In the letter describe why you



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want to work at Booth University College. Also, please detail what key strengths you bring to this position. All qualified candidates are encouraged to apply however, in accordance with Canadian Immigration requirements, Canadians and permanent residents will be given priority.

Accommodations are available upon request throughout the recruitment process.

### **About Booth University College**

Booth UC is a Christian university college located in Winnipeg, Manitoba (Canada) and rooted in The Salvation Army's history of meeting the needs of the most vulnerable in society. As an open-enrollment institution, we welcome students from many different backgrounds, cultures, and countries. Deeply committed to social justice, we blend Christian faith and rigorous scholarship with a passion for service. Our approach to learning is anchored in academic excellence and based on a vision of social justice, hope, and mercy for all. We are committed to our mission: **Education for a Better World**. This is described in our mission statement:

*William and Catherine Booth University College, a Christian university college rooted in The Salvation Army's Wesleyan theological tradition, brings together Christian faith, rigorous scholarship, and a passion for service. The University College educates students to understand the complexities of our world, to develop the knowledge and skills necessary to be active contributors to society, and to know how the Christian faith compels them to bring hope, social justice, and mercy into our world.*