



UNIVERSITY OF
ST. MICHAEL'S COLLEGE
IN THE UNIVERSITY OF TORONTO

JOB OPPORTUNITY

This position is covered by United Steelworkers "All Employee" Bargaining Unit

Position Title:	Advancement Officer, Alumni Engagement
Department:	Office of Advancement
Supervisor	Director, Alumni Affairs
Salary:	\$1,088.49 per week
Hours:	35 hours per week <i>Standard office hours, plus frequent flextime in coordinating and attending functions outside regular business hours</i>
Terms:	Full-Time / 6 Month Probation Period
Posting Date:	October 4, 2017
Closing Date:	October 27, 2017
Apply to:	hr.stmikes@utoronto.ca Attention: Human Resources Officer (please include position title in subject line of email when submitting resume and cover letter)

PROFILE

The University of St. Michael's College, federated with the University of Toronto, is a Catholic institution of higher learning founded by the Congregation of St. Basil, whose motto, "Teach me goodness, discipline and knowledge," sets the tone for campus life. Committed to the pursuit of knowledge, meaning and truth, USMC is a dynamic centre where Catholic intellectual thought thrives in a context of academic freedom and rigorous debate. The University of St. Michael's College boasts a large and dynamic undergraduate division, an acclaimed Faculty of Theology and one of the busiest and most important libraries on the University of Toronto Campus.

POSITION SUMMARY

As a member of the University of St. Michael's College Advancement Team working under the direction of the Director Alumni Affairs, the incumbent manages and supports multiple alumni services and coordinates with students and volunteers. With an overall mission to foster and maintain loyalty amongst the University of St. Michael's alumni community. The incumbent maintains and builds contact with an alumni population in excess of 26,000 active alumni, the various Boards and Committees that are comprised of USMC Alumni, year representatives, event volunteers, suppliers of goods or services, donors and friends, the Department of Advancement at U of T and other departments within USMC and U of T.

DUTIES AND RESPONSIBILITIES

Event Co-Ordination

- Planning and Strategy and Execution of Alumni Events as assigned
- Coordinating events planning up to twelve months in advance
- Promoting events through communications with alumni class via newsletters, invitations etc.

- Completing on-site supervision of events including trouble-shooting of problems as they arise, overseeing staff and volunteers, directing attendees, coordinating media, arranging equipment, reserving locations, organizing overnight accommodations, and arranging food services, etc.
- Acting as liaison by responding to significant number of general inquiries, and recommendations from alumni class
 - Ensuring overall attendee satisfaction to secure continued support of and participation in the University of St. Michael's College community

Post Event Evaluation and Feedback

- Evaluating success of events and recommending improvements to future events by reporting to the Alumni Board and in departmental meetings.

Assist With Alumni Communications

- Managing and supervise the logistics of magazine production from inception to distribution.
- Coordinating all content submissions, collecting articles, and soliciting relevant graphic materials for magazine.

Provide Support to the Alumni Board and to Committees as Required

- Serving at the point of contact between the Alumni Board and Committees and the Alumni Office.
- Managing and coordinating numerous event organizations simultaneously supporting efforts to attract and maintain committee members.
- Maintaining accurate listing of Alumni Board, Committee Members, Senate, Collegium, College of Electors, Friends of the Kelly, Young Alumni Committee etc.

QUALIFICATIONS REQUIRED

- University Degree in a related discipline or an equivalent combination of education and experience.
- At least five years' experience in alumni relations or fundraising;
- Flexibility and innovative problem-solving capabilities;
- Sound knowledge of UofT Development Information System (Arbor) and or equivalent experience with fundraising platform software;
- Experience in events coordination for large engagements;
- Ability to establish priorities, plan and organize multiple events/communications with coinciding deadlines;
- Strong communication skills;
- Understanding of University of St. Michael's College and alumni affairs;
- Ability to work independently with minimal supervision
- Attention to detail and accuracy;
- Experience with posting on social media including Facebook, LinkedIn, Instagram.

We thank all applicants for their interest. Only those considered for an interview will be contacted.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of St. Michael's College is committed to equity in employment and diversity. If you require accessibility accommodation, please contact the Human Resources Officer at 416-926-7118 or hr.stmikes@utoronto.ca.