Invites applications for the following position(s):

COMPETITION NUMBER: 636
Administrative and Professional Staff (APSA)
Continuing Position
MANAGER, DONOR RELATIONS, GRADE 9
UNIVERSITY ADVANCEMENT
POSITION NUMBER: 114407

POSITION OUTLINE:
The Manager, Donor Relations contributes to the creation, design and implementation of comprehensive programs to foster and nurture lasting relationships between Simon Fraser University and its donors. The Manager implements plans that will: efficiently and effectively acknowledge, recognize and report on the impact made by donors at all levels of giving from annual to major gift donors; create and identify opportunities for donors to actively engage with the university; and communicate SFU’s appreciation for the value of philanthropic support.

QUALIFICATIONS:
- Bachelor’s degree in Arts or Business Administration and four years of related experience in a fundraising environment, or an equivalent combination of education, training, and experience.
- Excellent knowledge of, and respect for, the values culture of a university environment.
- Excellent analytical reasoning, problem-solving and organizational skills.
- Excellent interpersonal, communication (oral and written) and relationship management skills.
- Ability to creatively develop programs to uniquely recognize donors to the University.
- Ability to exercise mature judgment, initiative and independence in setting and accomplishing goals, and managing priorities and resources.
- Ability to maintain confidentiality.
- Ability to develop relationships and partnerships and to work collaboratively at all levels and areas within the organization.
- Proficient in use of standard office applications, enterprise level information systems and constituent relationship management (e.g., MS Office, Blackbaud).
- Ability to arrange suitable transportation to various work locations.

SALARY RANGE: $63,531 to $75,864 per annum
START DATE: ASAP

A detailed resume and cover letter quoting Competition #636 must be received in our office by 4:30 pm on November 15, 2017, addressed to the attention of Francesca Turrell, Human Resources Advisor. Please follow the application instructions at: http://www.sfu.ca/hr/prospective_employees/HowToApply.html.

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The University is committed to the principle of equity in employment
A more detailed job description may be obtained at www.sfu.ca/jobpostings