Invites applications for the following position(s):

COMPETITION NUMBER: 664
Administrative and Professional Staff (APSA)
Continuing Position
ASSOCIATE DIRECTOR, MARKETING AND COMMUNICATIONS, GRADE 10
UNIVERSITY ADVANCEMENT
POSITION NUMBER: 122653

POSITION OUTLINE:
The Associate Director, Marketing & Communications develops strategic communications to a variety of audiences including donors, alumni, faculty, board and staff that identifies the long and short-term fundraising needs, priorities and opportunities for Simon Fraser University. The Associate Director is responsible for the strategy and development of major gift proposals and donor impact reports that drive revenue, and engage and steward donors and alumni.

QUALIFICATIONS:
- Bachelor’s degree in Communications or English and seven years of experience in developing strategic donor communications or an equivalent combination of education, training and experience.
- Good knowledge of a variety of fundraising tools and strategies throughout the giving cycle, including identification, cultivation, solicitation and stewardship.
- Excellent research, business writing and editing skills.
- Excellent communication (oral, written) and interpersonal skills.
- Excellent analytical, organizational and problem-solving skills.
- Excellent project management and facilitation skills.
- Ability to succinctly communicate relevant information to diverse audiences.
- Ability to develop relationships and partnerships and to work collaboratively at all levels and areas within the organization.
- Ability to exercise a high degree of diplomacy, tact, initiative and discretion.
- Ability to meet deadlines in a fast-paced environment with multiple, competing deadlines, and time and resource constraints.
- Proficient in the use of standard office applications (e.g., MS Office).

SALARY RANGE: $68,423 to $81,710 per annum
START DATE: ASAP

A detailed resume and cover letter quoting Competition #664 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