Invites applications for the following position(s):

**COMPETITION NUMBER: 115**

**Administrative and Professional Staff (APSA)**

**Continuing Position**

**ASSOCIATE DIRECTOR, ALUMNI ENGAGEMENT, GRADE 10**

**BEEDIE SCHOOL OF BUSINESS – OFFICE OF THE DEAN**

**POSITION NUMBER: 123149**

**POSITION OUTLINE:**
The Associate Director (AD), Alumni Engagement, working closely with senior leadership in University Advancement, Beedie School of Business (Beedie) External Relations and SFU Alumni Relations, plans and develops strategies that expand and strengthen alumni engagement opportunities within Beedie and university-wide. The AD supports the School’s advancement team in the identification, cultivation and stewardship of key alumni and donor prospects; provides expertise, advice, and recommendations on improving alumni engagement; evaluates alumni engagement activities; and identifies and leverages opportunities to involve and recognize alumni volunteers. The AD provides guidance and mentorship to staff, campus partners and volunteers with planning, developing, implementing, and evaluating strategies to incorporate and raise the profile of alumni and alumni programs locally, nationally, and internationally.

**QUALIFICATIONS:**

- Bachelor’s degree in Arts, Business Administration, or Education and five years of related experience, including experience in planning, program management, community engagement events/activities management, volunteer management, marketing and communications, and public relations, or an equivalent combination of education, training, and experience.
- Good knowledge of university policies and procedures, and Freedom of Information/Protection of Privacy Act regulations.
- Excellent knowledge of effective volunteer engagement and management principles and practices.
- Excellent interpersonal skills and leadership skills.
- Excellent public speaking skills with the ability to influence key stakeholders through effective presentations.
- Excellent communication (verbal, written and presentation) skills.
- Strong analytical reasoning, problem-solving, and organizational skills, with accuracy and attention to detail.
- Excellent budget management and financial administration skills.
- Ability to generate revenue through the cultivation of relationships with alumni, and the development of fundraising strategies.
- Ability to provide guidance and mentorship to others, and work collaboratively and effectively with corporate partners, senior level volunteers, university administrators, faculty, staff, students and alumni.

**SALARY RANGE:** $68,423 to $81,710 **per annum**

**START DATE:** ASAP

This position is open until the position is filled. A detailed resume and cover letter quoting Competition #115 must be sent to the attention of Francesca Turrell, Human Resources Advisor. Please follow the application instructions at: [http://www.gerardconsulting.ca/current-searches.html#associateDirectorAlumniSFU](http://www.gerardconsulting.ca/current-searches.html#associateDirectorAlumniSFU).

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](http://www.sfu.ca/jobpostings)