



Alumni Relations Director

Hours: 0.75 to 1.0 FTE
Wages: To scale with benefits
Beginning Date: As soon as possible
Contact: Please submit your CV to hr@prairie.edu

POSITION MISSION:

This position exists to support the mission of Prairie College to “train and mentor Christians through biblically integrated post-secondary education” and to engage with students, alumni, and potential donors, to fulfill the Development Department mission “to nurture compelling relationships, inspiring constituents to a meaningful and reciprocal partnership with Prairie College.”

DUTIES AND RESPONSIBILITIES:

General responsibilities include but are not limited to those noted below. The description may be adjusted as we adapt to the growing needs of the Development department and the College.

Alumni Capital Campaign

- Actively participate in the Alumni Capital Campaign by calling alumni, donors, and supporters to update them on Prairie College’s progress, and encourage their financial contributions to the Capital Campaign.
- Excellent communication skills, persuasive abilities and dedication to the mission of Prairie College, will contribute to one’s success on this important fundraising initiative.

Alumni Relations

- Build a strategy to proactively engage alumni in the life of the college and vice versa to be supportive of alumni in their walks of life (i.e. prayer, events, connections to others, alumni mentor/influencer list, etc.).
- Develop a synergetic plan with Admissions to leverage the goodwill of alumni to enhance recruitment efforts in their networks.
- Be the lead organizer of the annual Alumni Reunion Weekend and a logistic organizer of external fundraising events.
- Will have to travel for alumni visits or events throughout the year.



Development Department

- Work closely with all the members of the team.
- Be available to assist in tasks (i.e. stuffing envelopes).
- Assist in the weekly donation process.
- Do basic data entry and generating lists.
- Provide support to the Managing Director of Development and the President with the planning and execution of other department or external focused initiatives.

Communications

- Oversee the Alumni Email Inbox and correspond appropriately or re-direct email messages to others in the Development team.
- Coordinate the creation and implementation of the monthly e-newsletters.
- Write and publish the *With the Lord* and the *Family Album* electronic documents.
- Assist with other communications to specific constituents (churches, donors, segmented lists), examples including but not limited to college-wide funding efforts, program funding efforts, appeal letters, Servant, and website.
- Collaborate with the Marketing and Publications departments on social media, electronic communications, and alumni stories to external constituents.
- Supervise the Alumni and Donation pages of the website to keep information current.

Personal

- Desire to give of time, resources, and abilities where needed
- Thrive in connecting with people in person, email or by telephone
- Passionate ownership of the mission and vision of Prairie College, inspiring others (e.g. donors, alumni, partners) toward this same commitment.

QUALIFICATIONS:

- Knowledge of and enthusiastic commitment to Prairie's mission, vision, core values, statement of faith, and community covenant, with annual renewal of support. Genuine endorsement of the philosophy and practices of the College.
- Understanding of and commitment to the local church.
- Possess good writing and verbal communication skills. Knowledge of Microsoft programming and basic digital marketing.
- Bachelor's degree minimum. A year or more of college-level Biblical education will help the candidate thrive on our team.
- Observable and contagious love for God, self-initiative, maturity of Christian character, team attitude, loyalty to organization and people; missional.
- Ability to work in collegial partnership with a variety of groups; able to communicate clearly and effectively; experience and ability in growing team relationships; appropriate transparency and personal vulnerability
- Has the capability to plan, implement, inspire, motivate and develop relationships

**ACCOUNTABILITY:**

- Reports to the Managing Director of Development

In accordance with the standards of the government, preference will be given to qualified applicants who hold Canadian citizenship or are a permanent resident of Canada.

Prairie's goal is to close the search process as soon as a qualified applicant is found. However, applications will be received until the position has been filled by a qualified person.