



Alumni Campaign Representative

Hours:	10 to 32 hours per week with flexible working hours, including evenings and weekends, to accommodate donor availability
Wages:	To scale
Beginning Date:	To be determined
Location:	The position will be at Prairie College's campus (Three Hills, AB), however, we will consider applicants who work remotely from BC or Alberta, utilizing a dedicated Prairie College telephone system
Duration:	To be determined
Contact:	Please submit your resume to hr@prairie.edu

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

DUTIES AND RESPONSIBILITIES: As an Alumni Representative for the Prairie College Alumni Capital Campaign, you will play a vital role in supporting our fundraising efforts by reaching out to alumni, donors, and supporters over the phone. Your primary objective will be to reconnect with alumni, engage with them for updated contact information, update them on Prairie College’s progress, and encourage their financial contributions to the Capital Campaign. Your excellent communication skills, persuasive abilities, and dedication to the mission of Prairie College will contribute to the success of this important fundraising initiative.

- **Personalized Alumni Outreach:** Conduct outbound telephone calls to alumni, donors, and supporters to share information about the Prairie College Alumni Capital Campaign and its objectives
- **Build Relationships:** Establish and maintain positive and authentic relationships with potential donors to enhance their connection to the College and encourage their participation in the Campaign
- **Share Campaign Updates:** Provide Campaign updates, success stories, and the impact of donor contributions to showcase the importance of their support
- **Educate on Giving Opportunities:** Inform prospects about various giving opportunities, including one-time donations, recurring gifts, and legacy commitments to Prairie
- **Handle Objections:** Address questions, concerns, and objections from prospects in a courteous and respectful manner, aiming to overcome barriers to giving
- **Data Management:** Accurately and efficiently record donor interactions and relevant information in Prairie’s *Populi* (CRM) database



- **Compliance and Ethics:** Adhere to fundraising ethics and legal regulations, ensuring the highest standards of professionalism and confidentiality in handling donor information
- **Collaboration:** Collaborate with the broader campaign team, including Alumni Relations, Development team, and volunteers, to coordinate fundraising strategies and share best practices, including those of the Canadian Council of Christian Charities
- **Training and Development:** Participate in ongoing training and professional development opportunities to enhance fundraising skills and stay updated on Campaign progress

QUALIFICATIONS:

- Unreserved commitment to Prairie's mission, doctrinal position, and standards as outlined in the Employee Handbook
- Understanding of and commitment to the local church
- **Relationship Building:** Demonstrate excellent skills in verbal and written communication to engage, listen, empathize, and inspire potential donors (alumni, donors, and colleagues) so that trust and rapport is built
- **Persuasive Skills:** Proven track record in persuasive communication, fundraising, sales, or a related field is preferred
- **Persistence:** Resilience and persistence in handling objections and securing commitments from potential donors
- **Organizational Skills:** Ability to manage time effectively, prioritize tasks, and maintain accurate records
- **Team Player:** Willingness to work collaboratively within a team-oriented fundraising environment

ACCOUNTABILITY:

- Reports to the Managing Director of Development

Join us in making a lasting impact on Prairie College's future by supporting our Capital Campaign and fostering a vibrant community of alumni, donors, and friends. If you are a motivated communicator with a passion for fundraising and building relationships, we encourage you to apply and be part of this exciting initiative.

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.