



ST JOHN'S COLLEGE

ESTABLISHED 1866

Development Coordinator Full-time Permanent Position

St John's College was founded in 1866. With roots in the early days of the Red River Settlement, St John's College is the oldest anglophone institution of higher education in Western Canada. We are one of the three founding colleges of the University of Manitoba. Membership is open to any student enrolled in the University.

The **Development Coordinator** provides administrative support to the Development Office's fundraising and communications efforts. As well, they take primary responsibility for the alumni and donor database. They work closely with the development officer, college administration, alumni, Fellows and the larger St John's College community.

The Development Office will be evolving over the next few years, and this is an excellent opportunity to further develop your fundraising skills in a stable and supportive environment.

The successful candidate will have an undergraduate degree or be eligible to obtain one in the near future. This candidate will also have strong administrative skills and the ability to work both independently and as part of a team. Excellent verbal and written communication skills as well as competence with Microsoft Office suite and fundraising database experience would be valued assets. Experience with fundraising and/or a non-profit environment would also be highly desirable.

Key responsibilities include:

- Regular and personal communication as well as stewardship of donors and alumni
- Developing communication vehicles for College alumni/donors to connect with the College and with each other
- Maintaining the database recognizing the highly confidential nature of the information and the need for timely, accurate and complete records
- Planning donor and alumni events
- Providing administrative support to the Development Officer

This position is funded for 35 hours per week and reports directly to the Development Officer. Occasional evening and weekend work may be required. The successful candidate will be an employee of St John's College.

If you are interested in this opportunity to grow and contribute to the success of the St John's College Mission, please forward your resume as well as a letter addressing your skills, experience and fit for this position together with the names, addresses and phone numbers of three referees. Deadline for the receipt of applications: **Monday, 26th September, 2022**

Address all applications to:

Development Coordinator Search Committee

Send electronically to: jackie.markstrom@umanitoba.ca

SJC encourages applications from all qualified individuals. We thank all who apply; only those candidates selected for an interview will be contacted.