



Alumni Relations Support Officer

St. Mark's College/Corpus Christi College

Overview

The mandate of Office of Development & Alumni Relations is to secure donations to advance the Colleges and to maintain relationships with the graduates and friends of the Colleges. The Development team works to encourage philanthropic support for the Colleges from alumni, friends, trusts and foundations, and corporations.

The Alumni Relations team manages the network of over 1,000 alumni at St. Mark's College and Corpus Christi College. They have responsibilities for keeping graduates engaged with the Colleges in many ways including: updating them on developments at the Colleges, connecting and networking with their peers in Canada and abroad, encouraging the sharing of ideas and discussion with the community, offering meaningful volunteering opportunities and organizing alumni events in Canada and worldwide.

Expectations and Responsibilities

- Supports the Director of Development and Alumni Relations with planning, designing and implementing programs that are designed to keep alumni engaged with their alma mater. The programs they implement ought to imbue alumni with school spirit, as well as increase the available resources of the school. For example, a program such as an alumnus mentoring program allows alumni mentors the opportunity to become reacquainted with their alma mater and offers current students career guidance, insight and contacts.
- Prioritize workload issues of a cyclical and ad hoc nature and maintain flexibility regarding priorities due to the nature of the office and the need to quickly adjust to changing deadlines and priorities.
- Support the Director in acting as liaison between the Colleges and their respective alumni, utilizing a number of tools and techniques to keep alumni engaged and informed on behalf of their alma mater and the institution as a whole and to also act as a liaison with these constituent groups.
- Prioritize the four core pillars of our Alumni Program: Experiential, Volunteer, Communication and Philanthropic Engagement.

These expectations and responsibilities, include, but are not limited to, the following:

A. Alumni Database Management:

Alumni Relations' efforts are only as strong as its alumni database. In association with Development Support Services, keep the database up to date:

- Create the alumni database importer tool for Salesforce for alumni and friends of the colleges
- Regularly meet with alumni to build authentic relationships
- Clean up the database after each mailing produces returned mail
- Update notes from each meetings and input info into Salesforce

- Must have an incredible attention to detail
- Enter the amounts and types of donations and/or activities of each alumnus into the database
- Create campaigns in Salesforce

B. Communications:

- In association with Communications & Online Services,
 - Research, write, edit and proofread newsletters, fundraising letters, event materials and website pages, alumni profiles and content for various social media channels.
 - Keep the department's media contact list up to date and follow up with media contacts after the college sends press releases, while keeping a clear brand vision for the Colleges.
 - Set up interviews with key faculty and staff, or provide content through Communications & Online Services
 - Identify, draft and recommend alumni "stories" for use in College Communications
 - Utilize social media vehicles in partnership with Marcomms including Facebook, LinkedIn and Instagram
 - Organize and implement creative engagement ideas, such as contests to promote and encourage engagement
 - Act as a stream of communication for alumni to stay connected to the Colleges.
- Keep alumni informed of news and new initiatives at the Colleges
 - Respond to alumni questions, concerns and suggestions
- Through reports to the Director, Development & Alumni Relations, keep the senior executive team apprised of any systematic issues that various alumni have identified.

C. Event Management:

Support the Director of Development in the identification and creation of an alumni event plan. The Alumni Relations Support Officer is responsible for the implementation and details of events such as alumni fundraising events, tournaments, homecomings, reunions, campus ribbon-cuttings, family picnics and other activities to increase the engagement of alumni with the Colleges.

- Work closely with any (or all) of the Offices identified as primary working relationships,
 - Facilitate and execute all alumni events
 - Review the logistics for events the college creates and handle responsibilities for onsite setup, operation and disassembly
 - Oversee event-day staff
 - Play an integral role in the execution of the Annual Fundraising Breakfast.
 - Resolve problems that arise
 - Review checklists to make sure vendors deliver on all aspects of their contracts

D. Fundraising:

- In association with the Development team,
 - Plan and coordinate alumni fundraising activities, such as hosting fundraising dinners and contributing to the creation of e-mail solicitations
 - Support the Director of Development and Alumni Relations in any fundraising events and campaigns.

E. Student Employee Supervision

The Office of Development and Alumni Relations believes in the importance of providing students with work experiences. The Alumni Support Officer will be responsible for collaborating with the Director to:

- Develop job descriptions
- Interview and hire
- Identify projects for students to undertake
- Manage the work of students hired in support of the work of alumni relations.

Qualifications and Skills

- Post-secondary degree in a relevant discipline such as Business or Education; with two (2) to three (3) years of experience in complex, multi-stakeholder organizations, with applicable work experience in development or alumni relations; or an equivalent combination of education and work experience
- Exceptional fundraising and event planning skills; recognized professional designations or program completions are an asset
- Professional demeanor with excellent oral, written, interpersonal and presentation skills
- Exceptional time management and organizational skills, ability to multi-task
- Demonstrated ability to communicate effectively with diverse audiences and stakeholders
- Ability to be flexible and adaptable
- Ability to work independently or as part of a team in order to meet deadlines and achieve project goals
- Advanced skills on Microsoft applications, including: Word, Excel, Access, Powerpoint, Outlook, Qualtrics, Salesforce,
- Experience with fundraising/development computer applications are an asset
- Ability to exercise a high level of judgment, discretion and confidentiality
- Having a strong EQ is a high asset for this position
- You may be required to work evenings and weekends for an event

- Commitment to forwarding the missions and visions of St. Mark's College and Corpus Christi College

Closing Date: Open until filled

Preferred Start Date: August 15, 2021

Please respond with cover letter and resume to hr@corpuschristi.ca

About St. Mark's and Corpus Christi Colleges

The Community of St. Mark's at the University of British Columbia is comprised of St. Mark's College, St. Mark's Parish and Corpus Christi College. Together we provide a centre of excellence for higher education in British Columbia.

Corpus Christi College offers the best start for undergraduate students embarking on their university experience, fortified by an education offering the richness of Liberal Arts. St. Mark's College offers graduate-level academic and professional programs, including degrees and certificates for teachers, administrators, ministerial leaders, social service workers and other professions.

Corpus Christi College and St. Mark's College at UBC are open to individuals of all backgrounds and traditions, and we are committed to meeting students "where they are" on their life journeys. We play a crucial role by offering small classes, accessible faculty and a community environment focussed on forming graduates who are prepared to take on the intellectual, professional, and social challenges of our times. You can be part of helping us accomplish this mission.