



# PROVIDENCE

**Position: Vice President for Development and Alumni Relations**

**Providence University College and Theological Seminary**

**Location: Otterburne, Manitoba, Canada**

**Type: Full-Time Salary**

**Link: [www.prov.ca](http://www.prov.ca)**

## **ABOUT PROVIDENCE**

The Providence campus is on 100 acres in southern Manitoba, 30 minutes south of Winnipeg (the Province's capital city) near numerous towns that offer opportunities for involvement in church and youth ministry.

The vision of Providence is to be identified among Canada's foremost Christian universities as a learning community that transforms students into leaders of character, knowledge, and faith, to serve Christ in a changing world. A Christian academic community in the evangelical tradition, Providence teaches people to grow in knowledge and character for leadership and service.

## **ABOUT THE POSITION**

As a member of the President's Cabinet, the Vice President for Development and Alumni Relations provides leadership to Providence's development activities in order to fulfill the institution's mission, ensure financial sustainability, and promote an environment of continuous improvement. This includes, but is not limited to donor development, special events coordination, cultivation and solicitation of major donors, and communication strategies to increase donor support for Providence

Reporting to the President, the ideal candidate will have a Bachelor's degree from an accredited college or university, a certificate in fundraising management and three to five years of progressive experience in development.

## **RESPONSIBILITIES**

- Advance the mission, vision, and short and long-term goals of Providence.
- Provide strategic leadership and direction for all Providence funds.
- Develop and ensure institutional compliance to ethical fund raising policies and procedures.
- Develop annual plans, budgets and timely reports for Alumni Relations, Parent Relations, Annual Fund, Gift Planning, Comprehensive Campaigns, Major Gifts, Grant Applications, Stewardship and Advancement Services.
- Provide oversight to grant research and preparation of grant proposals.
- Develop publications and provide input into the marketing and branding of the institution.

## **JOB QUALIFICATIONS and REQUIREMENTS**

- In-depth understanding of Canadian Charity procedures and regulations specifically as they apply to not-for-profit organizations.
- Meticulous and ethical work habits, a high level of accuracy and attention to detail.
- Good organizational skills, able to prioritize and organize several projects/tasks at a time.
- Good analytical reasoning skills; able to think through problems, assess options, and follow through.
- Good communications skills; able to clearly and effectively communicate verbally and in writing to others.
- Proven track record in direct donor solicitation and fundraising campaigns.
- Strong computer skills and knowledge of database research and maintenance.
- Availability to travel and work evenings and weekends as warranted.
- Superior management, organization, and planning skills.
- Ability to work independently, solve problems, handle confidential information, and navigate sensitive situations professionally.
- Currently able to work and live in Canada

## **WORK ARRANGEMENT**

- This is a full time position with a 37.5 hour per week work schedule. Normal business hours are 8:15 AM – 4:30 PM, Monday-Friday. (2 - 15 minute coffee breaks; 45 minutes for lunch)
- Travel will be required for this position.
- Providence is a faith-based institution and all staff are required to agree to a code of conduct. Our Staff Handbook outlines all institutional expectations, responsibilities, and benefits.

## **APPLICATION INSTRUCTIONS**

- To apply, submit a cover letter and resume by email to [hr@prov.ca](mailto:hr@prov.ca)
- Consideration of applications will commence on August 3, 2017, and will continue until the position is filled.
- We thank all applicants for their interest, however, only those selected to proceed in the competition will be contacted.
- Questions regarding this position can be sent by email to [hr@prov.ca](mailto:hr@prov.ca).