

## Development Officer Donor and Stakeholder Relations

### Development

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number when submitting their application.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

### DUTIES

The Development Officer, Donor and Stakeholder Relations, is responsible for strategic relationships and fulfillment of donor benefits through the creation and implementation of the donor relations program in support of Red River College Polytechnic's comprehensive campaign. Donor relations includes gift acknowledgment and receipting, donor recognition and stewardship. This position is a key advisor to the Advancement Leadership Team on internal stakeholder relations in support of the comprehensive campaign and all manner of related activities.

### REQUIRED QUALIFICATIONS

- Post-secondary degree with area of focus in related discipline; an equivalent combination of relevant education and experience may be considered
- Several years of recent experience managing high level strategic relationships
- Knowledge and strong understanding of fundraising strategies
- Knowledge and a strong functional ability to use the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams)
- Excellent written and verbal communication skills
- Excellent leadership skills
- Excellent organizational skills and the ability to manage time in order to complete a variety of tasks
- Ability to actively listen to concerns of stakeholders and provide assistance
- Ability to collaborate with others as well as work independently
- Ability to problem solve and think critically
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

### ASSETS

- Knowledge of Raiser's Edge software
- A professional fundraiser's designation

### CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Incumbent must provide a current and satisfactory Criminal Records Check
- Membership in the Association of Fundraising Professionals or Canadian Association of Gift Planners

RRC Polytech campuses are located on the lands of Anishinaabe, Ininiwak, Anishinew, Dakota, and Dené, and the National Homeland of the Red River Métis.

We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.

### COMPETITION NUMBER

2023-203

### CLOSING DATE

October 26, 2023

### SALARY

\$55,494 - \$76,003 per annum

### POSITION LOCATION

Notre Dame Campus  
(Winnipeg, MB)

### POSITION TYPE

Full-Time Position Available

### APPLY ONLINE AT

[rrc.ca/careers](https://rrc.ca/careers)

RRC Polytech is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact [humanresources@rrc.ca](mailto:humanresources@rrc.ca).



RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit [rrc.ca/hr](https://rrc.ca/hr)