

Manager, Alumni & Donor Stewardship**Position Summary:**

Reporting to the Executive Director, Innovation & Applied Research, the Manager, Alumni & Donor Stewardship provides strategic leadership and operational oversight for the College's fundraising and alumni engagement initiatives. This position is responsible for advancing the College's philanthropic goals through the planning, execution, and management of fundraising campaigns, donor relations, and alumni programs that align with institutional priorities and support student success, scholarships, and program growth.

The Manager plays a key role in cultivating donor and partner relationships, leading stewardship practices, and ensuring that all philanthropic contributions are strategically aligned with College objectives. This position also includes significant managerial responsibilities related to planning, forecasting, budgeting, reporting, revenue generation, and the supervision of advancement activities.

LEVEL	4 OOS
LOCATION	Weyburn
SCOPE OF WORK	

Division:	Innovation and Applied Research
Function:	Out of Scope Management
Supervisor:	Executive Director, Innovation & Applied Research
Direct Reports:	Future roles
Budget Responsibility:	Full

Key Accountabilities

The position will:

Fundraising Management & Leadership

- Develop, implement, and oversee Southeast College's comprehensive fundraising strategies to expand annual, major, and planned corporate giving programs in support of the Southeast College Education Foundation.
- Provide leadership and coaching to staff and volunteers in supporting donor prospecting, solicitation, stewardship, and recognition.
- Establish annual fundraising targets and revenue forecasts, monitor performance and make data-driven recommendations to ensure goals are met or exceeded.
- Lead the management of donor portfolios, campaign development, and proposal creation to secure external funding aligned with institutional needs.
- Oversee the planning and successful execution of annual and special fundraising events, sponsorship programs and campaigns.

Alumni & External Relations

- Strengthen and expand alumni relations through meaningful engagement programs, communications, and events that foster lifelong connections with the College.

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- Represent the College at donor, alumni, and community events to enhance institutional reputation and broaden philanthropic relationships.
- Collaborate across departments—including Strategic Enrollment, Communications, and Finance-- to align fundraising efforts with scholarship distribution, alumni engagement, and donor recognition.
- Serve as an ambassador for the College, building relationships with corporate partners, foundations, and community leaders to advance shared goals.

Strategic Planning & Financial Oversight

- Lead the development of annual advancement plans, performance forecasts, and departmental budget aligned with institutional strategy.
- Provide regular reports and financial analyses to senior leadership on fundraising progress, revenue generation, and return on investment.
- Ensure effective use of financial and human resources within the advancement portfolio, maintaining accountability and transparency.
- Advise the Executive Director on emerging fundraising trends, opportunities, and long-term philanthropic strategy.
- Oversee and implement policies, procedures, and best practices related to alumni and donor stewardship.

Communications & Stewardship

- Ensure consistent, professional donor recognition and accountability through personalized stewardship, impact reporting, and transparent communication.
- Partner with Communications and Marketing to deliver effective fundraising materials, campaigns, and alumni engagement content.
- Lead the creation of donor impact reports and performance summaries that demonstrate value, outcomes and institutional progress.

Team Leadership & Operational Management

- Supervise committees and future advancement staff, set clear objectives, evaluate performance, and foster a culture of collaboration, innovation, and sustainability.
- Provide professional development, mentorship and guidance to team members and volunteers to enhance their effectiveness and engagement.
- Promote continuous improvement in fundraising and alumni systems, data management, and reporting tools.
- Champion equity, inclusion, and excellence in advancement and engagement initiatives.

It is noted that the duties and responsibilities outlined are representative, but **not all-inclusive and are subject to change.**

REQUIRED SKILLS AND COMPETENCIES

Analytical Thinking Understands situations by breaking them down into smaller events then tracing implications and organizing elements in order to explain circumstances, identify solutions and resolve problems.

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Business Acumen The ability to understand business functions within the organization and industry. Uses and balances information about business drivers and trends such as revenue, costs, client needs, and short and long-term needs to guide activities.

Communication Demonstrates an ability to communicate effectively in a wide variety of situations including: face-to-face, over the phone and in writing.

Inspires Innovation Models and enables creative thinking, curiosity, and calculated risk taking to create new solutions.

Project Management Oversee large-scale projects working with partners and stakeholders to identify resource needs, schedule tasks, and forecast project costs and timelines.

Planning and Goal Setting Regularly reviews own priorities and plans and those of direct reports, adjusting goals as those of the department and organization change.

Relationship Building Demonstrates an understanding, open, and positive attitude toward others, nurturing and valuing respect in the workplace, collaboration, and positive relationships with others in the work unit and across the organization.

Results Oriented Consistently demonstrate a focus on achieving results despite obstacles and challenges by being concerned with the quality of work and achieving or surpassing excellence standards.

Strategic Business Sense A demonstrated ability to (a) recognize internal and external patterns and trends in the organizational environment (b) understand the capabilities of the organization and then (c) use this knowledge to develop strategies that ensure organizational success.

Strategic Thinking Demonstrated ability in assessment, planning and execution functions, determining the most effective means of achieving a goal.

Stakeholder Engagement Builds and sustains trusted relationships with donors, alumni, partners, and community leaders. Understands stakeholder needs and aligns them with institutional goals.

REQUIRED QUALIFICATIONS AND EXPERIENCE**Education and Experience:**

- ✓ Minimum 3-5 years' progressive experience in alumni relations, fundraising, or donor administration
- ✓ University degree in public administration, business, marketing, public relations or a related field (an equivalent combination of education and experience may be considered)
- ✓ Proven track record in fundraising strategy, financial management, and donor stewardship.

Knowledge, Skills & Abilities:

- ✓ Strong knowledge of fundraising principles, donor stewardship, and alumni best practices.
- ✓ Strong leadership, team building, decision making and interpersonal skills with the ability to inspire and motivate diverse teams.

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- ✓ Proven ability to work independently and collaboratively in diverse, multicultural environments, while promoting inclusivity, mutual respect, and shared organizational goals.
- ✓ Demonstrated experience in strategic planning, project management, financial management, and CRM tools and reporting systems.
- ✓ Ability to establish and maintain effective working relationships with executives, college staff, external agencies, business and industry and individuals in the community.
- ✓ Experience in education or the public sector are considered an asset.
- ✓ Exceptional written and verbal communication skills, including proposal development and presentation to diverse audiences.
- ✓ Demonstrated ability to build relationships and inspire staff, volunteers, and community partners
- ✓ Ability to manage multiple priorities and adapt to emerging opportunities.
- ✓ Highly developed level of integrity and discretion and able to maintain strict confidentiality and to handle sensitive issues with tact and diplomacy.

Other Requirements:

- ✓ Must be prepared to schedule hours of work according to the demands of the position, outside of traditional work hours when necessary for event and fundraising activities.
- ✓ Must possess a valid driver's license and be willing to travel.
- ✓ Satisfactory Criminal Record Check required.
- ✓ Must be legally entitled to work in Canada.

DATE ISSUED: 10/24/2025**DATE REVIEWED/AMENDED:**