

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Title                | <b>Manager, Alumni &amp; Donor Stewardship</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Wage/Salary          | Out of Scope, Level 4; \$87,165 - \$101,705 annually                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Posted Date          | November 25, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Location             | Weyburn                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| # of Positions       | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Employment Terms     | Full time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Length of Employment | Permanent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Apply by:            | <b>5:00 p.m. on January 5, 2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| How to apply         | Email your resume and cover letter to <a href="mailto:careers@southeastcollege.org">careers@southeastcollege.org</a> citing "Manager, Alumni & Donor Stewardship" in the subject line.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| About US:            | Established in 1975, Southeast College shapes the workforce of southeast Saskatchewan, fostering community growth. Committed to innovation and sustainability, we offer diverse programs that equip students with the skills and knowledge for success in their fields.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Position Summary     | <p>Southeast College is seeking a strategic and approachable Manager, Alumni &amp; Donor Stewardship in Weyburn. Reporting to the Executive Director, Innovation &amp; Applied Research, the Manager, Alumni &amp; 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.</p> <p>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.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Minimum 3-5 years' progressive experience in alumni relations, fundraising, or donor administration</li> <li>• University degree in public administration, business, marketing, public relations or a related field (an equivalent combination of education and experience may be considered)</li> <li>• Proven track record in fundraising strategy, financial management, and donor stewardship.</li> </ul> |

Internal Use Only

Last reviewed: April 2024

Next Review: June 2025

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Strong knowledge of fundraising principles, donor stewardship, and alumni best practices.</li> <li>• Strong leadership, team building, decision making and interpersonal skills with the ability to inspire and motivate diverse teams.</li> <li>• Demonstrated ability to build relationships and inspire staff, volunteers, and community partners</li> <li>• Ability to manage multiple priorities and adapt to emerging opportunities.</li> </ul> |
| What we offer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Competitive salary.</p> <p>Comprehensive benefits package including pension.</p> <p>Vacation Leave and other types of leave</p> <p>Professional development opportunities.</p> <p>Inclusive work environment.</p>                                                                                                                                                                                                                                                                           |
| <p>Southeast College is committed to an inclusive and accessible recruitment process. Applicants requiring accommodation during any stage of the hiring process are encouraged to contact Human Resources in advance.</p> <p>Southeast College welcomes applications from all qualified candidates who are legally entitled to work in Canada. We thank all candidates for their interest. Only candidates selected for an interview will be contacted.</p> <p>For a full job description, go to <a href="https://www.southeastcollege.org/the-college/career-listing/">https://www.southeastcollege.org/the-college/career-listing/</a></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |