

Advancement Officer, Alumni Engagement (Athletics and Recreation)

Job ID 67516

Location Central Campus

Job Type Continuing

Employee Group TMG

Department Ath&Rec

Salary Range

\$58079.00 - \$75161.00 (annual)

Hours per Week 35

Job Description

McMaster University is a research-intensive, student-centered University dedicated to advancing human and societal health and well-being. The University has achieved an international reputation as a center of excellence for teaching and learning, innovation, and creativity. Currently, McMaster is home to over 37,000 students, 13,000 staff, 1,000 full-time faculty and 245,000 alumni in 140 countries around the world. As an institution, McMaster is committed to creating a brighter world for all. McMaster has been selected as a Hamilton-Niagara Top Employer for the past five years in a row and has also been recognized as one of Canada's Best Diversity Employers for the past seven years. McMaster's commitments to inclusion, community, and social responsibility are central to this balance of research and learning excellence. Whether you are an athlete, artist or world traveler, McMaster's student life has something for everyone. McMaster has over 350 student-led clubs on campus, more than 70 international exchange agreements and world-class athletic facilities. Our athletic facilities have been home to multiple National and Provincial championships in the past years.

The Department of Athletics & Recreation serves our McMaster University and greater Hamilton communities, offering programs and services, facilities and expertise to support the cultivation of the human potential and wellness in each of us - and we aim to be the best at what we do. We recognize the value in offering active invitations, not just open doors, and are committed to leading and learning alongside our community members to build a strong and inclusive community over time. Our continued evolution into a high

performing, collaborative and results-driven work environment is inspired by the drive and determination of our staff, students and student athletes.

The Department of Athletics & Recreation is seeking an energetic and strategic relationship-builder for an Advancement Officer, Alumni Engagement (Athletics and Recreation) role. Reporting into the Manager, Strategic Partnerships & Initiatives, this role will be responsible for providing support and coordination for departmental events with an alumni engagement focus. This role will work collaboratively with A&R staff, and colleagues from University Advancement, specifically, the Alumni Engagement and Donor Relations teams to support the alumni relations strategy for the department. The successful candidate will be responsible for providing high quality meaningful opportunities for engagement with stakeholders such as alumni, students, funders and friends.

Responsibilities:

Supports the development, planning, and execution of events and activities for the department with an alumni focus or geared towards fostering alumni, including but not limited to; Hall of Fame (HOF), Athletic Awards, Marauder Scholar, Graduating Athletics Reception

Develop strong working relationships with key contacts and stakeholders within the internal and external community, including the Alumni Engagement and Donor Relations teams within University Advancement, for the purpose of promoting the activities and programs of the department

Assist in the development of strategies to identify and cultivate potential relationships with a variety of stakeholders and build face-face relationships with them

Support the recruitment, training and oversight of volunteers for events and initiatives

Assist in the development of content and messaging directed towards key strategic audiences

Develops and maintains a comprehensive timeline and calendar for departmental events

Maintains event budgets and tracks related expenses

Develops and tracks metrics to assess event success

Participates, from time to time, on a variety of projects and work teams in the department

In partnership with University Advancement's Alumni Engagement team, manage alumni communication, including newsletters, social media updates, and personalized outreach

Build best practice documents for team staffs to plan and execute alumni games, team reunions, game-day gatherings and fundraisers

Maintain accurate records of alumni interactions and contributions to ensure effective stewardship and recognition

Qualifications:

Bachelor's degree in a relevant field of study (e.g., communications, marketing)

Requires 3 years of relevant experience including event management, volunteer management and project management experience

Superior communication and interpersonal skills are required to plan, coordinate, and oversee events

Superior organizational skills and attention to detail

Superior interpersonal and communication skills (e.g. written and public speaking)

Excellent customer-service skills and strong service orientation

Knowledgeable about McMaster University policies and guidelines

Employment Equity Statement

McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga Nations and within the lands protected by the “Dish With One Spoon” wampum agreement.

The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. In keeping with its Statement on Building an Inclusive Community with a Shared Purpose, McMaster University strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity.

The University seeks qualified candidates who share our commitment to equity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from indigenous (First Nations, Métis or Inuit) peoples, members of racialized communities, persons with disabilities, women, and persons who identify as 2SLGBTQ+.

As part of McMaster's commitment, all applicants are invited to complete a confidential Applicant Diversity Survey through the online application submission process. The Survey questionnaire requests voluntary self-identification in relation to equity-seeking groups

that have historically faced and continue to face barriers in employment. Please refer to the Applicant Diversity Survey - Statement of Collection for additional information.

Job applicants requiring accommodation to participate in the hiring process should contact:

Human Resources Service Centre at 905-525-9140 ext. 222-HR (22247)

Hybrid Work Language

To ensure an ongoing and vibrant University community that meets the needs of our students, staff and faculty and supports the University mission, ability to work on-site continues to be a requirement for most University positions. The University is supportive of exploring flexible work arrangements that effectively balance operational needs and employee interests.