



Do you believe in the power of ideas, possibility, and in building community? ACAD is looking for an interactive and resourceful **Alumni Relations Specialist** who will bring their alumni relations expertise, strong relationship-building skills, and excellent communication abilities to our Advancement department.

This is a regular full-time position starts immediately and includes a competitive benefits package.

Why ACAD?

A leading centre of education and research since 1926, ACAD energizes art and design in Canada and internationally and is about to start a new chapter of its nearly 100-year history, as it becomes a university in 2019. We engage the world, create possibilities, and connect with brilliant minds in all corners of the globe.

Above all, we are passionate about art and design and the people who create it.

Calgary is our home base – a vibrant, cosmopolitan urban centre, a safe and friendly atmosphere, and outstanding potential for adventure in nearby mountain parks.

We hope you will join us at ACAD (where creativity matters).

About the Advancement Department at ACAD

The Advancement Department advances the Alberta College of Art + Design in the widest sense, performing strategic and cross-functional operations, and implementing programs and services that successfully achieve the goals of the institution.

The team consists of professionals that achieve multiple objectives simultaneously; engaging community, supporters, donors and alumni, securing gifts, and raising visibility of ACAD.

The Opportunity

(Competition #1819-DE-AP-21)

Reporting functionally to the Interim Manager, Development + Alumni Relations, the Alumni Relations Specialist manages all alumni relations activities and initiatives at ACAD in support of the mission, vision, values, and goals of the institution. In the next two years, significant strategy and execution will be required to move the current alumni relations structure to the formal structure required for University status. The incumbent will work with members of the Calgary community as

well as national and internal alumni and community groups. The Alumni Relations Specialist will consult widely to create a state of the art alumni association for Alberta's newest university. With the goal to provide a structure for lifelong relationships between ACAD and alumni, this position works independently and in collaboration with the alumni groups to develop, implement and coordinate alumni engagement programs and services. The Alumni Relations Specialist will grow an active, informed, engaged, and philanthropic alumni body and create programs that build bridges between students and alumni. The Specialist will be the key resource to the new Alumni Association, lead stakeholder relationships, and develop and implement best practices that build vibrant alumni communities.

Primary duties/responsibilities include:

- Design and support the process, restructuring and legal requirements for the creation of a separate legal entity for the alumni of the newest Alberta university
- Create and structure interest groups, alumni advisory committees to put in place the constitution, mission, vision, values for an alumni association.
- Create and seek approval for alumni association policies, practices and partnerships.
- Develop connections among alumni, board members, the community and friends of the university
- Develop, implement, and manage an alumni relations strategy that highlights and celebrates former ACAD students
- Build strong internal and external relationships in order to broker new and sustain existing alumni-led activities and perks
- Manage annual alumni projects including Convocation-related alumni programming, Alumni Awards, and regular and strategic alumni communications and events
- Recruit and manage alumni volunteers, students and other key stakeholders to develop and implement programs that reach and serve alumni (i.e. insurance programs, alumni events, alumni chapters etc.)
- Manage and develop content for a range of alumni communication channels (i.e. monthly newsletter, social media, website) and makes strategic use of social media (i.e. Facebook, Twitter, LinkedIn) to promote involvement

The successful candidate will have:

- Undergraduate degree in a relevant discipline
- Minimum five (5) years of related experience, preferably in a post-secondary environment, with experience in alumni or student programming
- Raiser's Edge or similar fundraising database experience preferred
- Excellent communication skills, both written and oral including public speaking
- Result oriented and flexible, with the ability to work both independently and as a member of a team
- Demonstrated analytical and organizational skills, including the effective planning and management of multiple projects; ability to problem-solve, think and act strategically and creatively
- Proven ability to plan and organize events, lead promotion activities, and coordinate and support student and alumni programs

Working Conditions

- Office environment
- Regularly required to plan and take part in events in evenings and weekends

As a member of the AUPE bargaining unit (Local 071/006), this full-time position falls under a classification 6 (six). The starting annual salary is \$55,354 – \$68,047 dependent upon skills, education and experience.

How to Apply

>>>Please submit applications via our [careers page](#). The application must include a cover letter and a current CV.

Applications must be submitted in a single PDF document.

Once you have created an account, choose the “Upload Resume” option. You will only be able to upload one file, so **make sure all required material is combined into a single PDF document**. Incomplete submissions may not be considered. Once you have submitted your application, **you will not be able to make changes or add additional documents**. Please visit ACAD’s [How to Apply](#) page to ensure your application is complete prior to submission.

Review of applications will begin on January 14, 2019 and will continue until the position is filled.

Further information about ACAD is available on our website at www.acad.ca.

ACAD is an equal opportunity employer and is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversity of the institution. We encourage expressions of interest from all qualified applicants for consideration for this or other suitable vacancies although applications from Canadian citizens and permanent residents will be given priority.

The collection of personal information is for the purpose of determining eligibility and suitability for employment as authorized by the Freedom of Information and Protection of Privacy (FOIP) Act, section 33(c). If you have any questions about the collection of your information, please contact our FOIP Coordinator at foip@acad.ca.

While we thank all candidates for their interest, only applicants selected for an interview will be contacted.