



# PROVIDENCE

**Position: Coordinator of Alumni and Church Relations**

**Providence University College and Theological Seminary**

**Location: Otterburne, Manitoba, Canada**

**Type: Full-Time Salary**

**Link: [www.prov.ca](http://www.prov.ca)**

## **ABOUT PROVIDENCE**

The Providence campus is on 100 acres in southern Manitoba, 30 minutes south of Winnipeg (the Province's capital city) near numerous towns that offer opportunities for involvement in church and youth ministry.

The vision of Providence is to be identified among Canada's foremost Christian universities as a learning community that transforms students into leaders of character, knowledge, and faith, to serve Christ in a changing world. A Christian academic community in the evangelical tradition, Providence teaches people to grow in knowledge and character for leadership and service.

## **ABOUT THE POSITION**

Reporting to the Director of Development, the Coordinator of Alumni and Church Relations is responsible to develop and foster relationships with churches and Providence alumni. The Coordinator of Alumni and Church Relations envisions and creates a strategy that moves the institution toward achieving increasing alumni and church engagement levels. The Coordinator of Alumni and Church Relations develops and executes a strategy and annual plan of work that supports development goals and reflects the mission, vision, and strategic priorities of Providence; seeking alumni and church involvement that secures commitment to our university, leveraging their expertise and volunteer service, forming and maintain pathways for alumni participation that achieve productive partnerships, and serving as liaison between the Alumni Council and the academic and administrative leadership of Providence.

## **RESPONSIBILITIES**

- Alumni and Church constituent solicitation, cultivation, engagement and stewardship.
- Development and maintenance of alumni and Church records.
- Fosters and maintains productive working relationship with internal constituents.
- Develop and lead the Alumni Council, increasing Providence's connection with its constituents.
- Participate in Providence Fund Campaigns as assigned.
- Participate in event management initiatives.

## **PERSONAL COMMITMENT**

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- To be in good standing with a local church;
- An enthusiastic personal faith commitment;
- A commitment to Christian higher education and to Christian ministry;
- Affirm the Covenant of Faith of Providence University College and Seminary as outlined in the Staff Handbook;
- Able and willing to uphold the Covenant of Community Life and model conduct accordingly.

## **JOB QUALIFICATIONS and REQUIREMENTS**

- A graduate of Providence University College or Theological Seminary;
- Bachelor degree in Business Management or related field preferred;
- Experience in fundraising an asset;
- Proficient in MS Office 365;
- Church engagement or involvement an asset;
- Marketing and customer service experience an asset;
- Working knowledge of various computer software products and social media platforms.

## **WORK ARRANGEMENT**

- This is a full time position with a 37.5 hour per week work schedule. Normal business hours are 8:15 AM – 4:30 PM, Monday-Friday. (2 - 15 minute coffee breaks; 45 minutes for lunch)
- Travel will be required for this position.
- Providence is a faith-based institution and all staff are required to agree to a code of conduct. Our Staff Handbook outlines all institutional expectations, responsibilities, and benefits.

## **APPLICATION INSTRUCTIONS**

- To apply, submit a cover letter and resume by email to [hr@prov.ca](mailto:hr@prov.ca)
- Consideration of applications will commence on January 4, 2019. and will continue until the position is filled.
- We thank all applicants for their interest, however, only those selected to interview will be contacted.
- Questions regarding this position can be sent by email to [hr@prov.ca](mailto:hr@prov.ca).