



# PROVIDENCE

## REGIONAL AREA MANAGER

For nearly a century Providence has been a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service. Our vision is to become a leading Canadian Christ-centred university that transforms students into leaders of knowledge, character, and faith to serve Christ in a changing world.

### POSITION OVERVIEW

Reporting to the Vice President Academic and Provost, the Regional Area Manager (RAM) is responsible for the recruitment and church relations efforts in a defined geographical location. The RAM provides prospective students with Providence program information in hopes of attracting them to the institution. This includes management of recruitment efforts and activities including meetings, career fairs, church visits, high school visits, and one-on-one meetings in assigned geographical regions.

### SUMMARY OF DUTIES AND RESPONSIBILITIES

#### Management of Assigned Territory for Recruitment and Church Relations

- Serves independently as the point person for all territory university and seminary recruitment
- In consultation with the Vice President Academic and Provost, develop an annual plan for soliciting new recruitment initiatives and efforts to take part in throughout assigned region in consultation with the enrollment and marketing departments
- Manage goals by utilizing specific knowledge gained of admissions, registration criteria and financial aid within an assigned geographical region
- Organizes and leads efforts with home based recruitment officers when they travel within assigned region for regional recruitment fairs, conferences, high school/church visits and other related outreach events
- Collaborates with Director of Enrollment Management and Director of Marketing on progress of recruitment in assigned region
- Reports weekly in writing to Vice President Academic and Provost on progress of weekly and monthly recruitment targets
- Tracks all data, relationship progress, recruitment cycle efforts in Providence recruitment CRM program

#### Planning, Organizing, Executing Recruitment Events, Gatherings, Visits, Virtual Tours

- Represents Providence to targeted constituencies; visits middle schools, high schools, home schools; speaks to groups and individual students; meets with school counsellors, administrators and/or other constituent groups to promote outreach of recruitment

#### Conducting Church Visits for Recruitment, Alumni, and Development Purposes

- Represents Providence through church relations with targeted constituencies; meets with youth pastors, senior pastors elders to grow relationships for fundamental knowledge of Providence and for recruitment purposes



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- Attends and presents at church events as required and able
- Reports, communicates, and discusses with Director of Development, Coordinator of Alumni and Church Relations, and church on activity and progress of church building in assigned region

## **Additional Duties as Assigned by VP**

- Any additional duties assigned by Vice President Academic and Provost

## **EDUCATION & QUALIFICATIONS**

- Bachelor degree in Business Management or related field preferred
- Exceptional experience in written and verbal communication skills
- Demonstrated ability to leverage modern technology
- Highly capable of independence on a daily basis
- Experience in alumni or church relations considered an asset
- Experience in Salesforce CRM considered an asset
- Ability to work well under pressure in a team environment
- Proficient in MS Office 365
- Working knowledge of various computer software products

## **SPECIALIZED SKILLS & KNOWLEDGE**

- Demonstrated knowledge in Christian Higher Education
- Demonstrated leadership and managerial skill
- Ability to write proposals, solicitations, correspondence, reports, and other materials internally and externally
- Ability to conduct research, gather data, analyze information, and prepare effective, accurate, and timely reports
- Demonstrated ability to strategize for, implement, and build engagement programs
- Demonstrated keen interest in public relations and networking with a range of people
- Ability to prioritize tasks on a descending scale of critical importance
- A keen understanding of all related federal and provincial privacy legislature

## **COMPETENCIES**

- Independence: Ability to be an independent self-starter and takes initiative to discover new ventures and opportunities on a daily basis
- Confidentiality: Ability to handle confidential information, and navigate sensitive situations professionally
- Integrity and honesty: Contributes to a team approach in development and donor relations
- Public Relations: With Community, external constituents, and internal employee donors and volunteers



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- Exceptional interpersonal skills: The ability to interact effectively with academic leadership, faculty, prospects, donors, and volunteers in a wide range of roles
- Strong ethical judgment: Demonstrated commitment to ethical fundraising principles and practices of annual giving
- Supervisory/management: Strong ability to encourage, empower, and lead direct reports in their work; high level of understanding of the principles of Development work; demonstrated ability to manage people and tasks
- Strong Administrator: Ability to manage a budget and consider the relative costs
- Demonstrated capacity for both details and vision of a team
- Innovative thinker/visionary: Ability to translate strategic thinking into action plans and output
- Relationship management: Proven strengths in relationship management, experience working with people
- Knowledge: High level of knowledge based on reading external constituents and of the Institution
- Initiative: A willingness to take on responsibilities and challenges
- Communication: Excellent skills both oral and written and interpersonal communication, with a broad range of internal and external constituents
- Dependability: Reliable, responsible, and dependable, and fulfilling obligations
- Attentional to detail: Attentive to detail and thorough in completing work tasks
- Multi-tasking: Ability to work on multiple assignments with minimal supervision while achieving targets

## PERSONAL COMMITMENT

- 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 Statement of Faith of Providence University College and Theological Seminary as outlined in the Employee Handbook
- Able and willing to uphold the Covenant Of Community Life and model conduct accordingly

## WORK ARRANGEMENTS

- Work independently
- Job-related travel
- Work evenings and weekends as warranted

## APPLY

- Please send your Cover Letter and Resume to Eileen Krueger, Human Resources Consultant, [EBMinds@gmail.com](mailto:EBMinds@gmail.com)