

Senior Assistant Manager, Advancement & Alumni
(Fundraising & Program Giving)
Singapore Institute of Technology

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Posted Jul. 6, 2023, set to expire Jul. 5, 2024

Job Title Senior Assistant Manager, Advancement & Alumni
(Fundraising & Program Giving)

Department Advancement and Alumni

Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Jul. 6, 2023

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Development/Institutional Advancement

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Job Description

Senior Assistant Manager, Advancement & Alumni (Fundraising & Program Giving)

Job no: 498462

Department: Advancement and Alumni

Contract type: Contract

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Reporting to the Assistant Director, this position will assist the Division in implementing SIT's strategy to nurture a culture of Giving amongst our Faculty & Staff and our Alumni in SIT. Working closely with the team from both Advancement and Alumni, he/she, together with an appointed staff at A&A, will help develop strategies towards Faculty & Staff Giving and Alumni Giving. He/She will plan and implement these strategies to achieve a targeted participation rate for both programs.

The Candidate will also function as a Fundraiser working with his/her RO to raise funds for the Health & Social Sciences Cluster.

Key Responsibilities

Alumni & Faculty & Staff Giving:

- Develop, execute and manage innovative and meaningful fundraising appeals targeted at alumni and graduating students (Alumni Giving) and Faculty and Staff of SIT (Faculty & Staff Giving).
- Drive and coordinate giving campaign reaching out to respective stakeholders through digital marketing, events, roadshows and collaboration with others division to promote the case for support
- Must have the ability to initiate the campaign and carry it to completion and be able to handle many details in a well-organized and focused manner.
- Support gift renewals and upgrades for the donor segment.
- Oversee, manage and recruit alumni and student leaders to support both of the giving campaigns and to ensure that they are purposefully engaged and nurtured as advocates for Alumni Giving and Faculty & Staff Giving.
- Assist in conceptualising and developing effective marketing and publicity collaterals in consultation with team members.
- In collaboration with Advancement colleagues, ensure all donors who support the University through the alumni giving programmes are provided with exemplary stewardship, and where appropriate, develop new initiatives to recognise, acknowledge and inform annual giving donors across all giving levels

Fundraising

- Work closely with RO and HOD of A&A to prospect and garner donations to support students through various gift opportunities at SIT
- Work closely with RO and HOD of A&A and be a team-member assisting on achieving the Division's goals for SIT

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- Support the drafting of Proposals and Gift Agreements for the Division
- Develop his/her pipeline of prospective donors

Job Requirements

- A recognised degree
- Minimum 2 years of proven track record in events or relationship management, preferably in an institution of higher learning
- Proficiency in Microsoft Office (Excel, Powerpoint, Word)
- Experience and good knowledge of Adobe Creative Suite (I.e. PhotoShop, Illustrator) and basic video editing skills are added advantages
- Ability to prioritize and plan work activities in an organized manner, able to multi-task and work under pressure.
- Excellent interpersonal skills, with a genuine interest in developing and cultivating relationships
- Dynamic team player, positive mindset, active listener, and able to provide constructive feedback
- Possess good planning, organisation and presentation skills
- Able to work independently under tight deadlines, and able to multi-task in a fast-paced environment
- Excellent written and verbal communication skills
- Good administrator
- Knowledge of and adept at using technology, social media and database tools
- Strong database management skills and ability to produce detailed reports
- Willingness to work outside office hours as required

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Advertised: 06 Jul 2023 Singapore Standard Time

Applications close: 05 Aug 2023 Singapore Standard Time

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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