

## **CORPORATE DEVELOPMENT OFFICER**

### **CAN YOU HELP INTENSIFY THE BOND BETWEEN MANITOBA'S FOREMOST BUSINESS LEADERS AND THE PROVINCE'S LEADING BUSINESS EDUCATION INSTITUTION?**

*IF SO, THIS IS THE POSITION FOR YOU!*

The University of Manitoba Business School Foundation is the bridge between the elite members of the business community, the faculty, and its students.

It is THE network dedicated to expanding business and growing the economy in Manitoba.

The successful candidate will work directly with those partners in the Asper School of Business to coordinate the membership programming of The Associates, Young Associates, and its signature events - **IDEA** and **IGNITE**.

The successful candidate will be creative, self-motivated and able to multi-task while maintaining relentless attention to detail and highest corporate professionalism.

The position requires significant administrative ability to directly support both the membership boards and committees, organization-wide financial documentation, reporting, and membership database management.

The Foundation coordinates up to 35 events and 25 committee meetings per year.

Familiarity with the business community and the Asper School of Business is top priority, along with the ability to advance the mission of the organization and the advantages of membership.

A proven track record in event coordination, administration management, and experience with member stewardship is essential.

#### **Qualifications and Experience in The Following Areas Is Required:**

- Previous experience with membership-based organizations/foundations and fundraising environments is an asset.
- A minimum of 5 years related experience working in event, project management and delivery.
- Proficiency with member and event registration and accounting processes and software.
- Coordinating with vendors, exhibitors and stakeholders to plan and execute a range of high-level professional events.
- Experience including but not limited to planning menus, venue layout, seating plans, entertainment coordination and on-site event management ranging from small to large events.
- Adherence to event budgets and troubleshooting under tight deadlines with limited resources.
- Developing, securing and stewarding event sponsors, partners, and guests.
- Writing, developing and executing event marketing and communication material.
- Leading, training and working with high level volunteer committees and students.
- Knowledge of governance processes including Board and Committee meeting coordination.
- Researching, maintaining statistics and analysis of statistics and tracking benchmarks.
- Demonstrated innovation and experience in meeting coordination, event and program development and delivery.

**Skills:**

- Excellent interpersonal skills, initiative and diplomacy to work collaboratively within a diverse environment and with all levels of faculty, staff, students and business leaders within the community.
- Advanced proficiency with Microsoft Office suite, InDesign, Publisher, database and website maintenance (WordPress) and various social media platforms.
- Post-secondary education is required and business program background is preferred. Preference will be given to graduates of the Asper School of Business.
- Knowledge of Asper School of Business stakeholder relationships is an asset.
- Flexible schedule that accommodates attending evening and early morning events.

We offer a competitive compensation package. Please submit your resume, cover letter explaining why you would be the best candidate for this position, and remuneration expectations to the attention of **AnnaMaria Toppazzini** at [ceo@associatesmb.ca](mailto:ceo@associatesmb.ca). Only candidates selected for an interview will be contacted.

**Application Deadline:** February 10, 2024