



RED RIVER COLLEGE
OF APPLIED ARTS, SCIENCE AND TECHNOLOGY



Raiser's Edge System Manager College Advancement

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions.

Applicants must identify the competition number they are applying for in the subject line of the email.

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career. Together, we are going places.

Duties: The Raiser's Edge System Manager position directly manages the Raiser's Edge application. This includes the development of key strategies which maximize the capabilities of the software; in order to develop a system plan, implement the plan, control data entry, and monitor data for accuracy. The Raiser's Edge Systems Manager is responsible for among others: ensuring the database is upgraded and operating at optimum performance, ensuring that research capabilities are expanded and optimized, helping to improve profitability and performance sustainability, and training staff to ensure fund development activities and reporting are streamlined, effective and efficient.

The Raiser's Edge System Manager will be expected to harness the power of this industry-standard software to position the College to track contacts and relationships with alumni and stakeholders in a consistent and meaningful way.

Qualifications:

Required:

- A degree in Information Technology, Computer Science or Management Information Systems; an equivalent combination of education, training and experience may be considered
- Significant experience in a large enterprise setting managing a Raiser's Edge installation or a similar fundraising/relationship management system
- Experience developing, implementing and upholding policies and controls related to IT systems or software
- Experience troubleshooting software and developing solutions to meet client's needs
- Experience managing and maintaining software licenses
- Experience training others in the use of Raiser's Edge or similar software
- Experience tracking and analyzing data and developing reports using Raiser's Edge or similar software
- Effective written and oral communication skills
- Effective interpersonal skills
- Ability to work independently with minimal supervision in a team environment
- Must be organized, detail-oriented, accurate and efficient
- Ability to negotiate with internal and external stakeholders
- Ability to prioritize assignments and meet deadlines
- Ability to maintain confidential information
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

Assets:

- Working knowledge of Crystal Reports, Colleague (College's Enterprise Resource Planning (ERP) system) And Recruiter (advanced student recruitment and enrollment management software)
- Experience managing similar software in a post-secondary setting

Conditions of Employment:

- This position may be required to work evenings
- Candidates must be legally entitled to work in Canada

We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.

Competition Number: 2016-008
Closing Date: February 26, 2016
Salary Range: \$55,661 - \$76,163 per annum
Apply to: Red River College
e-mail: humanresources@rrc.ca

*We thank all applicants for their interest, but only those selected for an interview will be contacted.
For more information and other employment opportunities, visit www.rrc.ca/employment,
www.rrc.ca/hiringprocess, & www.rrc.ca/about.*