

Saskatoon Theological Union Inc.
Position Description
Administration & Advancement Officer
Saskatoon, SK

STU BACKGROUND

The Administration and Advancement Officer (A&AO) is governed by the Saskatoon Theological Union Inc. (STU), a joint venture of three provincially recognized partner colleges: St. Andrew's College, the College of Emmanuel & St. Chad, and Lutheran Theological Seminary, Saskatoon. The STU oversees and administers integrated graduate degree programs, along with their academic and support services, on behalf of these colleges. Its organizational and governance structure is unique whereby STU employees are legally employed by a specific partner college, but they work within the STU to serve all three partners.

POSITION OVERVIEW

The Administration and Advancement Officer (A&AO) is a key member of the STU Administration team, with responsibilities spanning two core areas: administration and advancement. The A&AO will be accountable for their own portfolio of duties and will also provide collaborative support to other members of the administrative team.

The A&AO will cultivate effective working relationships with staff, faculty, and external stakeholders, contributing to a collegial and service-oriented environment.

In the area of administration, the A&AO will be responsible for managing and maintaining various source systems and their data integration with the financial systems of the STU and the three partner colleges. This includes the monthly reconciliations of each source system with the financial systems. The A&AO will also support the creation and maintenance of the financial data required to complete financial reporting.

In the area of advancement, the A&AO will support donor stewardship across all three colleges, playing a central role in maintaining donor records, correspondence, and recognition. The A&AO will also contribute to the broader strategic fundraising and revenue-generation efforts of the STU Advancement Office.

ACCOUNTABILITY

The A&AO is accountable to the Chief Financial Officer (CFO) for the administration tasks and the Director of Advancement (DA) for the advancement tasks. The position will be supervised by the CFO.

PRIMARY ADMINISTRATION RESPONSIBILITIES

(a) Student Learning Management System (LMS) Financial Administration

- Manages student billing, bursaries, and payments in Populi
- Reconciles Populi with QuickBooks on a monthly basis
- Ensures effective controls are in place and maintained to protect the integrity of the financial data in Populi

- Updates the system for changes to tuition and fees, reporting, and other financial matters
- Follows up with students for outstanding receivables
- Manages the annual CRA and student reporting
- Logs and manages tickets for system issues and changes
- Works with the Registrar and CFO to develop and utilize the system effectively

(b) Donor Database Administration

- Manages the administration of each college's donor database and data entered into each system
- Reconciles each donor database with QuickBooks on a monthly basis
- Ensures effective controls are in place and maintained to protect the integrity of the financial data in each donor database
- Updates the systems when required
- Tracks and reports on donor and donation data for internal and external requirements
- Logs and manages tickets for system issues and changes
- Works with the Advancement Team and CFO to develop and utilize the systems effectively

(c) Financial Administration

- Manages the reconciliations of each source system to each college's QuickBooks – LMS, donation databases, banks, credit cards, etc. on a monthly basis
- Supports each college with their invoicing (accounts receivable), billing (accounts payable), expense reports, and journal entries
- Follows up on outstanding receivables and payables
- Logs and manages tickets for financial system issues and changes
- Assists with the planning and execution of financial statement audits or reviews
- Assist with payroll processing if needed
- Works with the CFO on the development of annual budgets
- Works with the CFO to develop, manage, and maintain financial processes and procedures for the STU and the three colleges

(d) Reporting

- Manages each source system's monthly, quarterly, and annual reporting
- Works with the CFO to support cash forecasting and reporting
- Works with the CFO to create monthly, quarterly, and annual financial reports
- Works with the CFO to ensure all statistical reporting is completed

PRIMARY ADVANCEMENT RESPONSIBILITIES

(a) Donor Relations Management

- Manages and stewards all donations under \$500 for the three STU colleges
- Ensures timely and personalized acknowledgment of all gifts
- Maintains detailed and accurate records of donor interactions for each college
- Collaborates with the Advancement team to develop and improve donor recognition tools, including website content, printed materials, email communications, storytelling initiatives, and thank-you cards
- Supports the DA in the stewardship and recognition of major gifts

(b) Development Cultivation & Relations

- Assists in preparing fundraising solicitations, proposals, case statements, and other Advancement communications
- Supports strategies to engage alum and to identify potential donors or volunteers for targeted cultivation efforts
- Aids in planning and delivering key donor cultivation and stewardship events and initiatives
- Works with the DA to develop, manage, and refine Advancement systems, processes, and procedures across the STU and its member colleges

EDUCATION, QUALIFICATIONS, SKILLS, AND COMPETENCIES

- Bachelor's degree in a related field (an equivalent combination of education and experience may be considered)
- Minimum of two years, and preferably 5 plus years, of relevant financial (systems, reporting, controls) and development-related experience (individual giving, planned-giving, and/or monthly programs)
- Demonstrated research, investigative, and problem-solving abilities
- Experience with change management, including process and task development
- Experience managing or assisting with complex projects or events with specific targets
- Superior written and verbal communication skills
- Ability to create and maintain professional relationships, with an ability to confidently interact with individuals at all levels
- Strong computer skills with proficiency in Microsoft 365 (Excel, Outlook, Teams, Word, PowerPoint), QuickBooks (or other financial software), and if possible, a donor database or complex database
- Organized, thorough, systematic, and able to prioritize, schedule, and perform complex tasks on time and with minimal supervision
- Able to be discreet, maintain confidentiality, and demonstrate sound judgment
- Conscientious and strong attention to detail to ensure high quality and error free work
- Understands requirements and procedures regarding records management, records destruction, and file maintenance
- Flexibility and adaptability
- Results oriented
- Resourceful and willing to learn
- Positive attitude
- Can work under pressure and with tight deadlines
- Reliable

PERSONNEL POLICIES

Each staff member is subject to the policies laid out in the most current edition of the Staff Handbook. Please see this document for the details of employment. This is a permanent full-time position at 37.5 hours per week. This role is subject to a satisfactory criminal record check.

BENEFITS OF JOINING THE STU

- Make a meaningful impact by helping to build a supportive and thriving environment for students, faculty, staff, donors, and alum
- Access opportunities for professional development, continuing education, and skill-building
- Enjoy flexible work arrangements that support your well-being and work-life balance
- Join a collaborative team that values diverse perspectives, backgrounds, and experiences — where everyone is encouraged to contribute and grow
- Be part of a culture that fosters innovative thinking and inclusive decision-making
- Experience variety and autonomy in your day-to-day work, with space to shape how you approach your responsibilities

SALARY

Salary will be commensurate with qualifications and experience per established pay grids.