**Title of Position:**  Tele-Fundraisers

**Division/Department:** Advancement and Alumni

**Job Duties**

* Conduct telephone solicitations of Fleming graduates and previous donors as a follow-up to the annual direct mailing in support of student bursaries, scholarships and capital projects
* Provide excellent donor relations and service to Alumni and act as an ambassador for Fleming College.
* The successful candidates will be required to use a computer automated telephone interview (CATI) system for input of outbound calls
* Associates will address inquiries following established protocols (scripts, reference manuals, etc.)

**Qualifications**

* Excellent customer service and communication skills
* Highly motivated and reliable
* Experience working with computers
* Pleasant telephone manner is required

**Additional Information ie special equipment or travel**