Development Manager, Ontario Agricultural College (OAC)

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Professional and Managerial Group

Development Manager, Ontario Agricultural College (OAC)

Alumni Affairs & Development

Hiring #: 2016-0220

Please read the Application Instructions [2] before applying

The department of Alumni Affairs and Development (AA&D) advances the mission of the University of Guelph by raising private support and building relationships with a broad range of stakeholders ranging from alumni and friends, to corporations and foundations.

AA&D is currently seeking an experienced major gift fundraising professional. Reporting to the Associate Director, Major Gift Advancement in Alumni Affairs & Development (AA&D), and in consultation with the OAC Dean, the Development Manager (DM) is responsible for major gift fundraising activities over $25,000.

Key responsibilities include:

- Working directly with prospects and donors throughout the fundraising cycle including: identifying, engaging, soliciting and stewarding prospects and donors.
- Preparing cases for support, project descriptions, briefing materials and proposals to advance university priorities with an external audience.
- Ensuring continuous pipeline development through ongoing relationship building with alumni, friends and corporations.
- Advancing discussions around planned giving including: bequests, gifts of insurance or annuities (with the support of the Director, Gift Planning).
- Developing stewardship engagement strategies for College donors.

Requirements for this position include:

- Self-motivation and exceptional interpersonal communications skills.
- The ability to think and act quickly and effectively under pressure, exercising tact, diplomacy, discretion and good judgment.
- A proven ability to interact effectively with senior executives in the corporate community.
- Excellent written and oral communication skills; excellent organizational skills; and a proven ability to multi-task.
- An undergraduate degree, and a minimum of five years fundraising experience, preference will be given to candidates with demonstrated success in major gift fundraising. A C.F.R.E. designation is preferred.

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• Experience with new business development and the agri-business sector are considered assets.
• Advanced computer skills are required with excellent demonstrated knowledge of Microsoft Office, database, internet and word processing applications.

The successful incumbent will be rewarded through a comprehensive remuneration package, including an opportunity for a performance-based bonus.

Position Number    394-058
Classification         P04*
Professional/Managerial Salary Bands [3]

*Tentative evaluation; subject to committee review.

Posting Date: 2016 06 30
Closing Date: 2016 07 22