The vision for Alumni Affairs & Development (AA&D) is to be a best practice leader in raising private support by building and sustaining deep and broad relationships that create meaningful exchange of value. The division’s mission is to increase awareness of, involvement in, and support for the University in its many endeavors by building and enhancing relationships with alumni, faculty, staff, students, parents, friends, corporations, foundations and associations that enable engagement and investment.

Reporting to the Associate Vice-President, Major Gift Advancement, the Associate Director, Gift Planning (AD, GP) holds the primary responsibility for the University of Guelph’s Gift Planning program. The incumbent is responsible for developing and implementing strategies aimed at increasing the number of deferred gift prospects and deferred gift expectancies – both through their own fundraising efforts, and by supporting fundraisers across campus. Specifically, the incumbent is responsible for collaborating with other members of the Senior Advancement Leadership Team to build a program that generates at least 25 new gift plans benefitting the University of Guelph confirmed annually.

The AD, GP is also ultimately responsible for stewarding all donors with confirmed deferred gifts benefitting the University of Guelph so that donors feel appreciated, confident about their planned gift decision, and potentially become ambassadors for planned giving within their networks. All of the related administration of deferred gifts that are realized on an annual basis is also the responsibility of the Associate Director, ensuring that the donor’s wishes are fulfilled, and that the university receives full benefit of gift plans.

To be considered for the role of Associate Director, Gift Planning, applicants must have:

- An undergraduate degree or higher;
- Fund raising experience (within university/higher education or public sectors), with a proven track record of success securing gift plans;
- Experience training and mentoring colleagues and managing senior volunteers;
- A strong business and financial acumen; able to comfortably liaise with financial and legal representatives internally and externally on all gift planning business and is versed on all tax and legal compliance matters related to charitable giving;
- A reputation as a skilled interpersonal communicator and relationship builder;
- Excellent written and oral communication skills with experience and expertise writing proposals and reports;
- Demonstrated analytical and strategic thinking, able to leverage research and best practices to devise strategic stewardship plans and to develop and implement guidelines, processes and procedures supporting innovative gift planning programs;
- Strong organizational and administrative skills; must also be proficient using suite of Microsoft Office software and experience using database software.
Candidates possessing a Certified Fund Raising Executive (CFRE) designation and/or a Certified Financial Planner (CFP) designation (or related) combined with the above skills and experience, will be given preference.

To learn more about this opportunity, please connect with Sarah Lima, HR Director (Talent Acquisition) at (519) 824-4120 ext. 56495 or slima@uoguelph.ca

Position Number 394-003  
Classification P08*  
Professional/Managerial Salary Bands [2]

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

*Tentative evaluation; subject to committee review.

Posting Date: 2017 09 20  
Closing Date: 2017 10 11

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/associate-director-gift-planning

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply