Forbes includes U of G Among Canada’s Best Employers

Professional and Managerial Group

Senior Development Manager

Alumni Affairs and Development

Hiring #: 2018-0049

Please read the Application Instructions [1] 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 College Dean, the Senior Development Manager (SDM) is responsible for major gift fundraising activities above $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 the university’s senior leadership (including the President, Vice Presidents, Assistant Vice Presidents and Deans) are engaged with donors and prospects throughout the fundraising cycle.
- Managing senior volunteers to support College/area fundraising initiatives.
- 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.

As a member of the AA&D management team, the SDM contributes to strategic planning for University advancement initiatives. S/he develops and implements a long-term fundraising strategy for the College/area.

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.
- Demonstrated relationship building skills and experience working with senior volunteers.
- 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, but not required.
- Advanced computer skills are required with excellent demonstrated knowledge of Microsoft
Office, database, internet and word processing applications.

The University of Guelph and Alumni Affairs & Development offers a comprehensive compensation package that includes: salary, benefits, pension and pay for performance. For more information, please contact Linda Bellai, HR Consultant at (519) 824-4120 extension 56147.

Position Number 394-029  
Classification P05  
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.

Posting Date: 2018 01 26  
Closing Date: 2018 02 02

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/senior-development-manager

Links  
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply  
[2] https://www.uoguelph.ca/hr/sites/uoguelph.ca.hr/files/public/P%26M%20Grid-Oct%2026%2C%202017%20-%20April%2030%2C%202020%20_0.pdf  