Senior Development Manager, Ontario Veterinary College, University of Guelph

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Senior Development Manager, Ontario Veterinary College, University of Guelph

Alumni Affairs and Development

Hiring #: 2019-0345

Please read the Application Instructions before applying

This position of Senior Development Manager (OVC) is an opportunity to join a high-performing team of passionate fundraising professionals at the University of Guelph, one of Canada’s leading comprehensive research-intensive universities.

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. As a member of the AA&D team, the Senior Development Manager epitomizes the department’s shared values of respect, empowerment, integrity, appreciation and forward focus.

We are seeking a new Senior Development Manager to join us as we improve the health and well-being of animals, people and the environment at the Ontario Veterinary College (OVC), a founding college of the University of Guelph. Currently, OVC is ranked first in Canada, seventh worldwide and fourth in North America for veterinary science by Quacquarelli Symonds.

Reporting to the Director, Advancement (OVC) and working closely with the Major Gift Advancement team, the Senior Development Manager (SDM) is responsible for major gift fundraising (contributions of $25,000 or greater) for OVC. The SDM is expected to personally generate a minimum of $1 million in new major gifts and pledges annually and works to advance OVC’s priorities with an external audience ranging from alumni, corporations and friends of the University of Guelph. This occurs through donor qualification, cultivation, solicitation and stewardship. More specifically, the responsibilities of the SDM include:

- Identifying, cultivating, soliciting and stewarding donors and prospects through the fundraising cycle.
- Maintaining a robust pipeline of 80-100 donors/prospects, and undertaking 10-12 face to face meetings/month with donors/prospects.
- Preparing briefing materials to support Senior Administration (President, VPs, AVPs) fundraising activity.
- Collaborating with the Director, Advancement (OVC) and other internal partners to identify university priorities that will resonate with donors e.g. scholarships, faculty support, capital projects.
- Creating and presenting materials to advance fundraising asks such as: generic cases for support to more customized proposals.
- Negotiating the closure of major gifts, including the creation of gift agreements and other supporting documentation.
- Managing senior volunteers to support the College’s fundraising initiatives including recruiting, training, supporting and recognizing top volunteers.

The SDM will undertake complex planned giving discussions with donors, friends and alumni in order to promote planned giving as a means to achieve OVC’s fundraising priorities and create a legacy for donors on campus. As such, the SDM is required to actively develop the OVC planned giving pipeline working in partnership with the
Director and the University of Guelph’s Gift Planning Manager.

Requirements for this position include:

- Undergraduate degree, with preference given to demonstrated commitment to professional development, graduate degree, relevant diploma or equivalent combination of education/experience
- A minimum of five (5) years fundraising experience, with a proven track record of success in securing major gifts
- 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
- Management of large and complex fundraising projects, especially major, multi-year capital campaigns
- Superior written and interpersonal communications skills, including effective relationship building and experience in managing senior volunteers.
- Proficient use of Microsoft Office Suite and donor databases and/or CRM systems
- A passion for animal welfare and/or background in animal, medical or healthcare charities is an asset
- Certified Fund Raising Executive (CFRE) designation an asset

Position Number         394-051
Classification               P05

At the University of Guelph, fostering a culture of inclusion 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: 2019 06 17
Closing Date: Until Filled

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