Senior Development Manager, Gordon S. Lang School of Business and Economics

REPOST
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Senior Development Manager, Gordon S. Lang School of Business and Economics

Alumni Affairs and Development

Hiring #: 2022-0597

Please read the Application Instructions before applying

This position is an opportunity to join a team of passionate fundraising professionals in Alumni Affairs and Development at one of Canada’s leading comprehensive research-intensive universities.

In our work, we advance the mission of the University of Guelph by building lifelong relationships with our community: alumni, donors, and friends. Our vision is for the University of Guelph to be personally relevant in the lives of our community members. Through these relationships, we amplify the impact of philanthropy to create unique solutions for the challenges facing our world. As a member of this campus-wide team, the Senior Development Manager epitomizes the department’s shared values of respect, empowerment, integrity, appreciation, and forward focus.

The Gordon S. Lang School of Business and Economics is committed to developing leaders with a social conscience, an environmental sensibility, and a commitment to their communities. If you are looking to join a supportive team who are redefining leadership and business education to respond to our changing world, we encourage your application to this exciting role.

Reporting to the Director, Major Gift Advancement, the Senior Development Manager is responsible for major gift fundraising (contributions of $25,000 or greater and planned gifts) to support the fundraising priorities of the Gordon S. Lang School of Business and Economics. The Senior Development Manager is expected to personally generate a minimum of $1 million in new major gifts and pledges annually and works to advance priorities with alumni, corporations, grateful clients, and other friends of the University.

We believe that fundraising is a team sport, and collaboration with colleagues across the board is essential for success. Working in tandem with senior development managers in other colleges is highly encouraged. More specifically, responsibilities include:

- Identifying, cultivating, soliciting, and stewarding donors and prospects through the fundraising cycle
- Maintaining a healthy pipeline of 60-80 donors/prospects and undertaking 10-15 meetings per month with donors/prospects.
- Preparing briefing materials to support the participation of senior administration in fundraising activity.
- Collaborating with the Director, the Dean and other internal partners to advance donor relationships as well to identify university priorities that will resonate with donors including scholarships, faculty/program support, capital projects.
- Creating and presenting materials to advance fundraising asks such as generic cases for support and customized proposals.
- Negotiating the closure of major and planned gifts, including the creation of gift agreements and other
supporting documentation.

Requirements for this position include:

- Undergraduate degree or, relevant diploma or equivalent combination of education/experience
- A graduate degree is considered an asset
- Demonstrated fundraising experience including success in securing major and planned gifts, or equivalent experience in a related field.
- The ability to think and act quickly and effectively under pressure, exercising tact, diplomacy, discretion, and good judgment.
- The ability to interact effectively with senior staff in the corporate community
- Management of large and complex fundraising projects, including capital campaigns
- Written and interpersonal communications skills, including effective relationship building and experience in managing senior volunteers. Comfortable using Microsoft Office Suite and donor databases and/or CRM systems
- Certified Fund Raising Executive (CFRE) designation an asset

Don't meet every single requirement? At the University of Guelph, we are dedicated to building a diverse, inclusive, and authentic workspace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this role or other roles.

Position Number         394-029
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: 2022 10 17
Closing Date: 2022 11 07