



Development Officer, Faculties, GCS

Posted On: 2019-08-21

Closing On: 2019-09-20

Location: Montreal, QC

Effective:

Website: https://www.concordia.ca/hr/jobs/openings/job-description.html?lang=E&job_no=2643

Employment Type: Full-Time

Level: Intermediate

Job Description

SCOPE

Concordia University is in the midst of its most ambitious campaign in its history. A key component of this major institutional campaign is to grow fundraising performance, increase and sustain volunteer and alumni engagement and build advancement and alumni relations capacity within and beyond the University. University Advancement supports the University's external relations strategy to enhance its image, reputation and standing by creating an Advancement culture that cultivates leadership, initiative, effectiveness and community.

We are seeking a Development Officer, Gina Cody School of Engineering and Computer Science (CGS) to implement a strategic approach to fundraising in the Faculty which includes major gifts, corporate donations, grant solicitation and in-kind resources. Reporting to the Principal Director of Development within Gina Cody School of Engineering and Computer Science (GCS), the Development Officer is responsible for building relationships with prospects and donors to secure major gifts (\$25,000 and up) for the School and/or university initiatives. Concordia offers a stimulating and dynamic environment. Work in an inspiring and challenging place to redefine the 21st century university.

PRIMARY RESPONSIBILITIES

- Identify the GCS priorities and create the case for support which clearly explains the GCS's investment opportunities in collaboration with the Principal Director of Development.
- Develop a GCS specific solicitation strategy in collaboration with key stakeholders; implement the development plan as identified by University Advancement (UA) – while maintaining good working relations with Fundraisers, Faculty and staff. Consider the interests of all appropriate areas when developing cultivation/solicitation strategies.
- Research and develop gift proposals aligned with donors' interests and GCS priorities.
- Plan and execute personal canvassing activities including the preparation of solicitation documents, and other pertinent fundraising materials.
- Develop relationships to support other fundraisers in proposal-writing in response to priorities.
- With the support of AAR colleagues and other stakeholders, identify and qualify potential major gifts donors and develop significant relationships with them with the goal of securing major gifts.

- Participate in the Relationship Assignment and Management Protocol (RAMP) meetings of University Advancement.
- Adhere to RAMP guidelines and effectively use the established Dashboard. Regularly enter “moves”, contact reports and follow-up actions into the advancement database for the benefit of all users and the institutional memory; extract information including biographical profiles, prospect pipeline and other related reports.
- Recruit, train and support volunteers.

REQUIREMENTS

- Bachelor Degree in a field related to the primary responsibilities and two to four years' experience in a fundraising role with a proven track record in implementing personal canvass programs in the solicitation of major gifts.
- Good knowledge (Level 4) of spoken and written English and French in order to write and edit correspondence, provide and interpret detailed information, and deal with complex situations in both official languages.
- Good knowledge (Intermediate Level) of Microsoft Word, Excel and basic knowledge of PowerPoint.
- Self-motivated and an innovative planner; persuasive and able to influence and convince; detail oriented.
- Resourceful and independent yet works well in a team environment.
- Exceptional interpersonal and listening skills; ability to motivate and inspire others (volunteers and staff).
- Proven proposal and presentation skills.

Please send your curriculum vitae with a covering letter by August 30, 2019, to Elvira Fiorentino, Employment Advisor. See the link below for instructions on how to send in your application:

https://www.concordia.ca/hr/jobs/openings/job-description.html?lang=E&job_no=2643

IMPORTANT: The language and computer skills of short-listed candidates will be tested.

Salary \$65,444.99 - \$78,173.81 per annum

Union: CUPEU

Concordia University is committed to Employment Equity and encourages applications from women, aboriginal peoples, visible minorities, ethnic minorities and persons with disabilities.