

Posting
Senior Development Officer, Planned Giving
Department of University Advancement

Do you believe higher education is a force for good?

We do too – and we'd like to work with you. The Department of University Advancement works with community partners to ensure Carleton fulfils its promise to serve the greater good of society. The good we can do is made possible only through collaboration with alumni, donors, philanthropists, private and public organizations and the community.

If you share our conviction that there is much good to be done, we hope you will join us. We are searching for a creative, passionate and resourceful candidate with demonstrated initiative and excellent people skills for the Senior Development Officer, Planned Giving position.

The Department of University Advancement reports directly to the President's Office. Working closely with the university's senior leadership, the department leads and coordinates effective alumni relations, fundraising, stewardship and related communication efforts. Professionals within Advancement collaborate to ensure Carleton University graduates, friends and supporters enjoy a strong and meaningful relationship with the university.

As a member of the Personal and Planned Giving team, this critical role will respond to planned giving inquiries or leads, undertake research, and advise prospects on planned and deferred giving options. The Senior Development Officer, Planned Giving will research, identify and initiate relationships with prospective donors, by proactively cultivating and maintaining relationship with alumni, donors and friends of the university. They will identify opportunities, options, capacity, and work towards securing legacy gifts, current gifts and blended gifts.

The successful candidate will use creativity, resourcefulness, and initiative to meet annual fundraising goals and ensure legacy fund growth by securing major and planned giving prospects. This will be accomplished using enthusiasm, discretion and sensitivity while building relationships and interacting with prospects and donors.

The role requires the ability to think strategically with the capability to translate the university's priorities, make compelling customized cases for support to present to prospective donors with the aim to boost and encourage collaboration.

The ideal candidate will have experience at a high level of practice with developing and maintaining long term philanthropic relationships and proposals with a high degree of credibility, trust and innovation. Experience implementing personal recognition and customized stewardship plans for all donors is essential.

Priority Comment:**OPEN COMPETITON**

Situated on a beautiful campus bordered by the Rideau River and Canal, Carleton is just minutes from the heart of our nation's government and enjoys easy access to the many organizations, associations and businesses which thrive in Ottawa. As members of a dynamic, research-intensive university, Carleton's faculty and staff provide a superior learning experience for our fine students who hail from every province and more than 100 countries around the world.

Duties and Responsibilities:

Responsible to manage relationships to secure planned and current giving for university-wide priorities.

Qualifications:

The incumbent must possess the following qualifications:

- Knowledge of individual, corporate and foundation fundraising principles, changing philanthropic climate and techniques, and all types of donations, charitable giving, planned giving, fundraising instruments, and relevant tax laws
- Knowledge of communications, public relations, marketing, and social media processes
- Knowledge of university's strategic priorities and goals as well as policies and procedures
- Knowledge of office as well as the broader university academic units, departments, and divisions
- Knowledge of office productivity software and databases, internet browsers and search engines, discipline-specific software, enterprise software, and technology devices
- Knowledge of cultural competency and diversity in a business context

Education and Experience:

The above is normally acquired through the completion of a bachelor's degree, as well as the completion of CAGP originals course. This along with a minimum of five years of previous relevant experience.

This is a full-time, continuing position. The total compensation package includes competitive extended health and dental benefits, annual and sick leave, life insurance, and unique perks such as tuition benefits.

See full job description for complete details

To apply click on the link below:

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