

Posting
Donor Fulfillment Officer
Term Position

Priority Comment

OPEN Competition: This position will be posted until October 20, 2021; however, applications will be reviewed on a regular basis in preparation for interviews in late October. Ideally, we are looking for a candidate who will be available to start in November 2021.

Duties and Responsibilities:

Reporting to the Assistant Director, Donor Impact, the incumbent helps ensure that commitments made to Carleton's 10,000 donors are met. This role will be recommending and implementing new procedures and policies to ensure all donor agreements are fulfilled. The incumbent is also responsible for coordinating all aspects of the donor stewardship plan, working with the donor impact team, and providing operational fulfillment support to the Manager (AD) and as well as the Major Gifts team. Working in a multidisciplinary environment, the incumbent works independently with general directives from the Assistant Director, Donor Impact. The position will require the ability work with donors, internal staff (DUA), external partners faculty, staff and senior leadership.

This position participates in the planning, preparation and execution of donor impact programs and contributes to the proper management of the administrative function within the office. The Donor Fulfillment Officer is responsible for planning, assisting with the development, and producing fulfillment activities of the department of university Advancement. In addition, the incumbent organizes and coordinates donor agreement giving files. The incumbent will also proactively coordinate the gift agreement process: track the gift agreement process from creation of terms to completion of gift agreements, including but not limited to student award applications, and recognition plans.

Qualifications:

The incumbent must possess the following qualifications:

- Exceptional interpersonal skills, proven organizational, project management, analytical, and planning skills;
- Strong decision making skills;
- Exceptional sound judgment;
- Very strong written and oral communication skills;
- Commitment to post-secondary education and a comprehensive understanding of the role and function of Carleton University and its programs;
- Represent the University in a professional manner at all times;
- Maintains a comprehensive knowledge of fundraising principles, and changing philanthropic

climate, trends and techniques;

- Excellent spoken English, strong editing/writing skills; and
- Excellent attention to detail.

Education and Experience:

The above is normally acquired through the completion of:

- Completion of a university degree; and
- Five (5) years of donor stewardship or fundraising experience, preferably in a post-secondary environment.

Salary (with Salary Rate):

\$63,440.00 - 69,347.00/Year

HR Note:

Carleton University and CUPE 2424 are currently completing a joint job evaluation and pay equity project. The University and the Union are working together to describe the skills, effort, responsibilities and working conditions associated with every CUPE 2424 job, including this one. As a result, the job description that is currently associated with this posting (for recruitment purposes) may be revised to reflect the actual duties captured in the new job descriptions.

By applying for this job you are acknowledging that the actual duties associated with this job may differ somewhat from those identified in the job posting and that you will agree to perform the duties of this job as determined through the joint job evaluation process.

Equivalencies will be considered. Applicants are encouraged to provide information which may demonstrate equivalent qualifications. Please note that applicants may be required to complete an employment test as part of the selection process for this position. Those applicants that are selected for an interview will be requested to contact the Human Resource Advisor assigned to this competition as soon as possible to discuss any accommodation requirements.

Arrangements will be made to accommodate your request in a timely manner. Carleton University is strongly committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our University including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation or gender identity and expressions.

To apply click on the link below:

<https://bit.ly/3oK2g1x>