

CONCORDIA UNIVERSITY
SENIOR DEVELOPMENT OFFICER, FACULTIES, GINA CODY SCHOOL (50001474-P1715) – GRADE 13
UNIVERSITY ADVANCEMENT (UA)

SCOPE

Reporting to the Principal Director of Development within the Gina Cody School of Engineering and Computer Science (GCS), the Senior Development Officer is responsible for building relationships with prospects and donors to secure major gifts (\$25,000+) for the Faculty and/or University. They will collaborate closely with the staff of the University Advancement central office, faculty members and staff in the GCS, other Faculty development staff and other stakeholders.

PRIMARY RESPONSIBILITIES

- Identify, cultivate and solicit individuals, foundations and corporations for gifts of \$25,000+-
- Actively build and manage a portfolio of 125-150 prospects and donors.
- Personally solicit potential prospects; use broad-based knowledge of principle, practices and techniques of oral communication and interpersonal skills in order to determine the most effective method to present proposals, persuade prospects and foster effective relationships.
- In collaboration with the Principal Director of Development, assist in the creation of the case for support, which clearly explains the Faculty’s investment opportunities
- Develop a Faculty-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, management, faculty members and staff.
- Adhere to Development guidelines and successfully meet key performance targets including meetings, solicitations and funds raised.
- 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 from the University Advancement database
- In the absence of, or at the request of the Principal Director, functionally supervise the support for the unit and assist in assigning workload,
- Plan and execute personal canvassing activities including the preparation of solicitation documents, and other pertinent fundraising materials based on institutional priorities; use creative skill and experience in producing innovative written materials.
- Cultivate donors and identify new funders
- Develop relationships in order to support other fundraisers in proposal-writing in response to priorities;
- Establish and maintain effective and cooperative work relationships with potential donors and with university administrators.
- Ensure that gifts are appropriately stewarded over the short and long term.
- Recruit, train and support high profile volunteers and canvassers.

REQUIREMENTS

- Bachelor Degree in a field related to the primary responsibilities and four to seven years’ experience in a fundraising role with a proven track record in implementing personal canvass programs in the solicitation of major gifts.
- Previous experience working in a University setting desirable.
- Extensive experience working with volunteers in a fundraising campaign.
- Good knowledge (Intermediate level) of MS Office (Word, Excel, Access)
- Very good knowledge (Level 5) of written and spoken English and good knowledge (Level 4) of written and spoken French.
- 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; insight into developing relationships with individuals.
- Ability to motivate and inspire others (volunteers and staff).
- Excellent and proven proposal and presentation skills.
- Demonstrated leadership skills managing staff.
- Ability to communicate effectively using a high level of written and oral communication skills, persuasiveness and imagination.
- Extensive experience in developing creative methods to obtain agreements between parties with opposing views.

Please send your curriculum vitae with a covering letter online:

<https://career17.sapsf.com/sfcareer/jobreqcareer?jobId=133&company=universitc>

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

Salary

\$82,945.38- \$99,081.83 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.