

Be a Part of our Force for Good

Seeking a new Development Officer for Carleton University



You've chosen a career in the charitable sector because you want to make a difference. Join us at **Carleton University**, where your contributions can lead to lasting and systemic change in the world.

Carleton is one of Canada's most resourceful and productive hubs of learning and research, fuelling new discoveries and a talent pipeline that support social and economic renewal. Through teaching and research excellence, student and community engagement, the university inspires and empowers individuals to find their purpose and become change leaders in the world.

In the **Department of University Advancement**, we're looking for self-motivated and passionate fundraisers who can help drive the university's mission—and are ready to take the next step. Right now, many on our team are working on the biggest gifts of their career, engaging visionary donors who believe in the power of higher education—who give *through* Carleton to benefit their communities today and tomorrow.

As we embark on planning for a new campaign, we are seeking fundraisers who are ready for a challenge. You're prepared to develop persuasive arguments for complex opportunities—and you're equipped to navigate a sophisticated administrative and academic environment. Above all, you're excited to work with some of the world's brightest scholars, researchers, colleagues and students.

Today we are recruiting a new **Development Officer**, focused on building the Major Gift pipeline of individuals who are passionate about supporting post-secondary education. The Development Officer would manage a larger pool of prospects and deploy new engagement strategies to grow these relationships. We expect candidates to demonstrate:

- Active listening
- The ability to translate ideas into actions
- Good judgment
- Exceptional organizational skills
- Patient persistence
- A commitment to collaboration
- Willingness to embrace data and digital initiatives

Development Officers champion Carleton and foster a culture of giving among our constituents. They are critical to building a network of supporters using creativity and careful planning. And you're not alone. A career in Advancement allows you to focus on what you do best—engaging funders and partners. At every step, you're supported by 60+ dedicated and experienced colleagues who'll collaborate with you providing valuable research, innovative relationship building and stewardship opportunities, creative marketing and proposal development, and a department-wide commitment to efficient and digital-first processes. At Carleton, we are committed to fostering an innovative, equitable and welcoming work environment. While in-person engagement is our priority, Advancement offers flexible working arrangements to create meaningful work-life balance.

As an institution we believe in the power of education, and as a department we're committed to continuous improvement. Advancement at Carleton has led the way in innovative programs and initiatives, while maintaining close ties to cutting-edge research through Carleton's own Master of Philanthropy and Nonprofit Leadership program. We have a history of award-winning innovations, thought leadership and industry best practices—everything you need to grow as a person and as a professional. You'll receive coaching, mentorship and access to professional development for the constantly evolving post-secondary fundraising environments. We believe in the value of learning.

Join us. This is your opportunity to make the world a better place for the long term.

Salary (with Salary Rate): 67,690.00 - 87,997.00/Year

Apply online here:

<https://carleton.njoyn.com/CL2/xweb/XWeb.asp?NTKN=c&clid=53443&Page=JobDetails&Jobid=J0124-0226&BRID=348767&lang=1>