

Queen's University

Director, Prospect Development

Posted On: January 31, 2025

Closing On: February 23, 2025



Location: Remote within Canada (preferably Ontario)

Employment Type: fulltime

Level: management

Salary Range: \$100,000.00 - \$137,000.00/Year

Website: <https://www.queensu.ca/>

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This opportunity offers the ability to work remotely, within Canada, but preferably Ontario.

Are you a technical strategist interested in shaping fundraising plans at Queen's through forward thinking approaches? If so, consider this opportunity to join the Prospect Development team at Queen's University.

Reporting to the Associate Vice-Principal (Development) (AVP (Dev)), the Director, Prospect Development is responsible for overseeing university-wide prospect development which includes both prospect management and prospect research, with the aim of maximizing long-term fundraising support from diverse individuals, corporate and foundation donors. The incumbent provides strategic leadership, support and direction to fundraisers, senior development leaders and other advancement staff on the implementation and use of the Prospect Management Framework and Tracking System (PMFTS) with a specific focus on tracking progress on goals, prospect/proposal integrity, and pipeline and prospect analysis and prospect strategy. Working both independently and collaboratively, the Director drives portfolio performance by introducing and applying best practices in business analytics, modelling, and reporting. The incumbent is also responsible for supporting campaign planning efforts, by assessing the feasibility of philanthropic support through careful analysis of portfolios and pipelines, modelling around campaign potential, and providing analysis around revenue projections.

The Office of Advancement at Queen's is committed to embodying the principles of Indigenization, Equity, Diversity, Inclusion, Accessibility and Anti-Racism (I-EDIAA). As an employer, we value

equitable opportunities and are working to nurture a culture of inclusion and belonging for all. Additionally, we encourage candidates from equity-deserving groups and those with lived experience of marginalization and oppression (including Indigenous, Black and People of Colour, Women, 2SLGBTQIA+ and Persons with disabilities) to apply. For more information, visit our Human Rights and Equity Office Website: <http://www.queensu.ca/hreo>

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). We seek to provide an inclusive and barrier-free work environment, beginning with the recruitment process and provide accommodations as needed for applicants with disabilities. If you require an accommodation throughout any stage of the recruitment process, please email advhr@queensu.ca.

KEY DUTIES AND RESPONSIBILITIES:

- Designs, implements, and oversees the liaison model to connect prospect development staff with specific fundraising teams, ensuring alignment of strategies and priorities.
- Together with the AVP and Executive Leads in Development, provides strategic oversight on the fundraising pipeline which includes regular reviews with all teams across the institutional advancement enterprise with the aim of providing regular accountability both to individuals and to senior leadership around pipeline movement, trends, and barriers. Provides detailed analysis and interpretation on demographic, giving and geographical proximity breakdowns; major gift prospects per capita and application of the major gift model to assist in the prioritization and identification of Queen's constituents.
- Leads initiatives to ensure data integrity, develops clear policies for data entry, and provides training for fundraising staff to optimize their use of prospect management tools.
- Provides regular and deep analysis of trends across teams and portfolios, monitoring, and tracking performance over time, advancing recommendations around coaching and training opportunities to the AVP (DEV) and the Advancement Leadership Team (ALT); supports the development of fundraising reports for senior university officials.
- Analyzes data for prospect and donor pools and provides prospect tracking reports. Builds reporting and analytical capacity that informs evidence-based decisions including developing predictive models; completing multi-regression analysis; interpreting prospect and donor information; determining methodology and resource requirements necessary to provide accurate and timely delivery of information to end users to support planning, strategizing, and decision making. Synthesizes large volumes of data from various sources into useful and practical reports and presents findings to diverse audiences.
- Working together with the Associate Director, Research, provides guidance around proactive research that could maximize the success of fundraising activities including the overall prospect pool, top prospect group, and individual, corporate and foundation prospects.
- Facilitates regular meetings between Prospect Development staff and fundraisers for portfolio reviews, strategy discussions, and feedback loops.

- Assists in developing and implementing cultivation and solicitation strategies.
- Develops, implements, and manages policies, procedures and guidelines on the use and support of the Prospect Management Framework to ensure a more donor-centered approach to cultivation and solicitation practices. Advises the AVP (DEV) on policies and escalates issues as required.
- In collaboration with the AVP (DEV), participates in high-level strategic initiatives in both an advisory and project-based role. Specific initiatives include providing recommendations around constituent data, analytics, prospect clearance/management, and pipeline management/analysis.
- Working closely with the Director, Donor Experience, the AVP (DEV) and the Associate Director of Research, conducts due-diligence assessment relating to gift acceptance at the board level. Provides an assessment of the risk and recommendations to the AVP (DEV) around gift acceptance.
- Together with the AVP (DEV), conducts campaign feasibility and valuation analysis for Development Leadership and supports report preparation for external advisory boards on campaign potential and year over year revenue projections.
- Works collaboratively on high-level interdepartmental projects to develop strategies for leveraging constituent data and segmentation insights for fundraising purposes.
- Supports the work of the AVP (DEV) with respect to proposal pipeline and portfolio management; prospect clearance system; maintaining top prospect lists; forecasting and goal setting.
- Takes a lead on the prospect management function for Principal Gifts.
- Flags to AVP (DEV) trends relating to metrics, pipeline, portfolio, and performance; as well as making recommendations to assist in decision-making. Continuously measures and analyzes data and situations quickly to comprehend, capture, illustrate, and communicate identified issues and recommends innovative leading-edge solutions that affect the decision-making process. Conducts periodic competitive audits and ongoing usability tests to gauge fundraising effectiveness.
- Oversees the Prospect Research and Prospect Management functions for Advancement
- Works as a strategic partner in visioning the necessary tools, creating new tools, and designing new systems that manage and monitor progress. Continues to advance technical and business skill competency in relevant areas to maximize value by keeping current on evolving system and business process capabilities, and how they may enhance PMFTS to grow the university's overall pipeline. Audits best practices among peer institutions, adopting and/or modifying practices as warranted. Through ongoing analysis, effectively manages risk, anticipates challenges, investigates issues, and makes recommendations that may have cross functional impact. Ensures process and program changes meet change management and security specifications.

- Develops clear and measurable key performance indicators (KPIs) and goals for Prospect Development engagement strategies, in collaboration with campus partners/clients. Meets regularly with Development staff and leaders to review prospect strategy and proposals, discusses performance reports, and provides detailed pool of analysis and interpretation of prospect and donor information.
- Plans, prioritizes, and manages the work of employees, providing strategic and tactical advice, guidance, and coaching. Identifies the need for staff resources, participates on staffing committees, and makes effective recommendations regarding employee selection.
- Manages performance by establishing performance standards, reviewing, and evaluating performance on an ongoing basis, and conducting talent reviews and formal annual performance reviews.
- Assesses staff training and development needs and ensures that employees receive training required to improve and sustain successful performance.
- Investigates, addresses, and resolves employee/labour relations issues, including making decisions regarding disciplinary and discharge matters.
- Undertakes other duties as assigned and in support of the unit and/or department.

The Director, Prospect Development also calls for:

- University degree.
- Minimum seven years of progressive experience overseeing a prospect management function or unit within a large, complex, multi-constituent organization, preferably in a university setting. Significant experience working as part of institutional fundraising campaigns.
- Some background in frontline fundraising or principal gifts strategy.
- Clear understanding of and strict adherence to ethical fundraising standards and supporting legislation.
- Expertise in advanced online prospecting databases and experience utilizing standard statistical practices and tools. Deep knowledge of best-in-class analytics tools, with a strong ability to forecast and draw insights to drive strategy and understand best practices in reporting metrics.
- Demonstrated understanding of donor and research techniques, financial statements, and philanthropy.
- Competency in interpreting, correlating, and communicating biographical, corporate, and foundation information in relationship to organizational needs.
- Proven track record in strategy development and implementation; project management; program analysis; revenue forecasting; problem recognition, avoidance, and resolution skills; and meeting objectives.

- Experience researching and writing organizational policies, procedures, or planning
- Strong understanding of user and design-centered methodologies driven by qualitative/quantitative Ability to work with technical teams to overcome user-experience challenges.
- Proven leadership and relationship building experience, to work effectively with diverse groups of people, projects, and applications to identify and bring together multiple sources in a clear, consistent, valid, and understandable format.
- Comprehensive understanding of the administrative, academic and governance structures of a university environment and the challenges faced by post-secondary institutions.
- Solid understanding of the external environment for universities within the Province, Canada, and trends outside the nation.
- Satisfactory *Criminal Record and Judicial Matters* Check required.
- Consideration will be given to an equivalent combination of education and experience.

Applications, including a cover letter and resume, must be received by 11:59pm EST on

Sunday, February 23, 2025. To apply for this grade 11 (salary range \$100,000 to \$137,000), permanent continuing appointment,

visit <https://queensu.njoyn.com/cl4/xweb/xweb.asp?tbtoken=bVFash0XCB0BYXJ4MCdUCFZPdmxEcFJZckggU1x%2FEYrUERqUERuBmoGdgkbUxFaS3cqWA%3D%3D&chk=ZVpaShw%3D&clid=74827&Page=JobDetails&Jobid=J0125-0083&BRID=400757&lang=1>