



Manager of Philanthropy, Major and Planned Giving (3 Year Contract)

[Online posting](#)

Job Requisition ID R176034

Department: Development and Fundraising

Location: Ottawa Campus

Position Type: Fixed Term Administrative

Salary Range: \$53.24-\$66.56-Hourly

Scheduled Weekly Hours: 36.25

Anticipated Start Date: August 10, 2026

Posting Closing Date: July 5, 2026

Please note: jobs are posted until 11:59 pm on the job closing date.

Land Acknowledgment

Algonquin College campuses in Ottawa and Pembroke are located on the traditional unceded, and unsundered territory of the Anishinàbe Algonquin People. The Algonquin People have inhabited and cared for these lands since time immemorial. We take this time to express our gratitude and respect to them and to the land for all that it has provided and will continue to provide.

Job Description

Reporting to the Director of Philanthropy and as a member of the Advancement Management Team, the Manager, Philanthropy – Major and Planned Giving is responsible for leading and executing a comprehensive, strategic, and integrated planned and major giving program. With a primary focus on planned and legacy giving, this role advances both long-term and immediate philanthropic sustainability by securing documented legacy commitments and significant current gifts in support of Algonquin College's priorities.

The incumbent develops and implements multi-year planned and major giving strategies aligned with College priorities, incorporating best practices in donor engagement, campaign management, and ethical fundraising. Planned and legacy giving serve as a central pillar of this work, with strategies intentionally embedded across donor relationships and, where appropriate, integrated into major gift conversations. The role leads several multi-million-dollar fundraising initiatives, working closely with College leadership, academic and non-academic units, and Advancement colleagues to develop compelling cases for support, coordinate communications, recruit and manage volunteer champions, and execute effective cultivation and solicitation activities.

As a frontline fundraiser, the position manages a diverse portfolio of 125+ individual donors and prospects across planned and major giving. With responsibility for securing documented planned gift commitments and raising a combined total of \$1–2 million annually through both planned and major gifts, the role builds and sustains a strong pipeline of philanthropic support. The incumbent ensures donors are meaningfully cultivated and stewarded through personalized communications, engagement opportunities, recognition, and impact reporting, reinforcing the College's role as a trusted steward of philanthropic intent.

In addition to frontline fundraising, the Manager provides strategic leadership for planned giving marketing, donor education, and performance reporting, and serves as the College's internal subject matter expert on legacy philanthropy. The role collaborates closely across Advancement, including Major Gifts, Annual Giving, Alumni Relations, and Marketing and Communications, to ensure a coordinated donor experience, adherence to institutional policies and ethical fundraising standards, and alignment with the College's long-term philanthropic goals. A collaborative strategist and skilled project manager, the incumbent thrives in a results-driven environment and plays a key role in advancing the College's mission through sustained individual philanthropy.

Duties and Responsibilities

Major Gift Fundraising

- Develop, execute and implement a major donor revenue program in conjunction with the Director of Philanthropy, Advancement Services, College leadership and volunteers to confirm multi-year financial commitments for approved College priorities;
- Determine strategies, using a data-informed approach, including plans for securing financial support, with goals, objectives, detailed strategies to secure major and campaign gifts;
- Develop and implement individualized engagement strategies for 125+ prospective and existing major gift donors through solid management of the donor cycle encompassing prospect identification and qualification, cultivation, solicitation, and then recognition and stewardship stages. Determine donor interests and alignment with College priorities. Negotiate formal gift agreements.

Planned and Legacy Gift Fundraising

- Identify, cultivate, solicit, and steward a portfolio of planned giving prospects and donors;
- Secure documented planned gift commitments, including bequests, charitable gift annuities, charitable remainder trusts, gifts of life insurance, gifts of securities (stocks, bonds, mutual funds), and other legacy gifts through estate plans;
- Lead thoughtful legacy giving conversations aligned with donor intent and institutional priorities;

- Steward confirmed legacy donors to strengthen long-term relationships and encourage advocacy and additional commitments;
- Develop and execute a comprehensive planned and legacy giving strategy aligned with institutional priorities and campaign goals.

Required Qualifications

- Minimum four (4) year Bachelor's Degree in Communications, Public Relations or Public Administration. *Equivalent combination of relevant education and work experience may be accepted in place of formal education.*
- Certified as, or pursuing, a Canadian Fund Raising Executive (CFRE) designation is considered an asset;
- Minimum seven (7) years experience in working as a front-line major gift fundraiser with a portfolio of 125+ prospects and donors;
- Demonstrated success securing multi-year major gifts (five- and six-figure) and planned/legacy gift commitments (e.g., bequests, life insurance, securities);
- Experience developing and implementing fundraising campaigns and strategies for planned giving;
- Experience conducting complex, trust-based donor conversations, including legacy and estate-related discussions requiring discretion and sound judgement;
- Experience mobilizing and working with volunteers, senior leaders, and professional advisors in support of major and planned giving initiatives;
- Strong knowledge of fundraising principles, including major giving, planned giving, campaigns, CRA regulations, and ethical standards;
- Experience developing cases for support, proposals, gift agreements, and donor communications aligned with donor intent and institutional priorities.

*This vacancy is for P23323

*This position is paid at Manager Payband 11

This position is eligible for hybrid work in conjunction with the College's *Flexible Work Arrangement Policy*. <https://www.algonquincollege.com/policies/hr26/> (subject to change).

Why Join Algonquin College?

- **Compensation:** Many roles offer a competitive base salary and comprehensive benefits, including health, dental, and retirement plans designed to support your well-being. *Eligibility for benefits vary by position.* [Benefits | Careers](#)
- **Learning and Development Opportunities:** Access to training, tuition assistance programs (Algonquin College [Courses](#) and [Degree Completion](#)), certifications, workshops, and professional courses that allow you to grow and advance in your career. [About Us | Employee Learning and Development](#). *Availability depends on role and employment status.*
- **Company Culture:** Our values of caring, learning, integrity, and respect define how we interact with one another. We foster a supportive and collaborative environment. Algonquin College has been recognized by Forbes as one of Canada's Best Employers for 2025 and one of Canada's Best Employers for Diversity for 2024
- **Inclusion, Diversity, Equity, and Accessibility (IDEA):** We are proud to be the first Ontario college to implement an Equity, Diversity, and Inclusion policy, fostering an inclusive workplace where all employees feel respected and valued. [Affinity Group Conversation Communities | Inclusion & Diversity & Truth and Reconciliation](#)
- **Flexible Work Arrangement Policy.** Select positions are eligible for hybrid work in accordance with the College's Flexible Work Arrangement Policy <https://www.algonquincollege.com/policies/hr26/> (subject to change).

How We Use AI in Hiring:

Algonquin College uses artificial intelligence technology to assist in screening and assessing applicants and their applications, while ensuring that all processes respect and uphold the provisions of applicable collective agreements above all else.

Accessibility:

Algonquin College values diversity and is an equal opportunity employer. We are committed to fostering an inclusive, equitable, and culturally respectful workplace. We offer an inclusive work environment and encourage applications from candidates of all backgrounds, including Indigenous peoples, persons with disabilities, members of racialized groups, and individuals from diverse communities. If you require accommodation during the recruitment process, please contact the Human Resources department at humanresources@algonquincollege.com. While we thank all those who apply, only those to be interviewed will be contacted.