



## UNIVERSITY OF ST. MICHAEL'S COLLEGE JOB OPPORTUNITY

<b>Position Title:</b>	<b>Director of Development</b>
<b>Department:</b>	<b>Office of Advancement</b>
<b>Supervisor</b>	<b>Chief Advancement Officer</b>
<b>Hours:</b>	<b>35 hours per week</b>
<b>Terms:</b>	<b>FT</b>
<b>Posting Date:</b>	<b>June 12, 2017</b>
<b>Closing Date:</b>	<b>June 30, 2017</b>
<b>Apply to:</b>	<b><a href="mailto:hr.stmikes@utoronto.ca">hr.stmikes@utoronto.ca</a> <b>Attention: Human Resources Officer</b> (please include position title in subject line of email when submitting resume and cover letter)</b>

### **Profile:**

The University of St. Michael's College, federated with the University of Toronto, is a Catholic institution of higher learning founded by the Congregation of St. Basil, whose motto, "Teach me goodness, discipline and knowledge," sets the tone for campus life. Committed to the pursuit of knowledge, meaning and truth, USMC is a dynamic centre where Catholic intellectual thought thrives in a context of academic freedom and rigorous debate. The University of St. Michael's College boasts a large and dynamic undergraduate division, an acclaimed Faculty of Theology and one of the busiest and most important libraries on the University of Toronto Campus.

### **Summary:**

Reporting to the Chief Advancement Officer (CAO) the Director of Development will develop and implement strategic fundraising initiatives to build donor interest and engagement and increase philanthropic giving to the University of St Michael's College. The incumbent will be responsible for managing a full portfolio of prospects and will be tasked with the responsibility to identify, cultivate, solicit and steward major gifts and planned gifts. In consultation with the CAO, the Director of Development will manage special fundraising projects, establish and track department-wide activity goals, meet with key stakeholders to develop and document priorities for funding, build solicitation strategies and provide coaching and guidance to staff. The incumbent will collaborate with staff colleagues from Annual and Leadership Giving and Alumni to increase and engage a pipeline of leadership, major giving and planned giving donors. As the active involvement of key members of the university community and volunteers is essential to the overall success of advancement, the Director of Development will manage the training of volunteers in cultivation and solicitation activities.

### **Duties and Responsibilities:**

- Actively manages a portfolio of major gift (\$25,000+) and planned giving prospects and donors.
- Plans, develops and oversees the implementation of individual strategies for prospects and donors. Identifies and utilizes the best cultivation and solicitation strategies.
- Attends and participates in the regular prospecting meetings to discuss and plan the managing and tracking of major gift donor prospects and prospect assignment clearance.
- Supervises the Annual Campaign Manager position
- Works collaboratively with department in identifying prospects and establishing goals.
- Attends special and annual events to engage with prospective donors for cultivation purposes.

- In collaboration with the Chief Advancement Officer, actively identifies volunteers for the major gifts area and develops and implements engagement strategies. Once engaged provides on-going support to volunteers.
- Meets regularly with, and keeps Chief Advancement Officer apprised on all significant activity and/or issues related to the advancement office.
- Maintains accurate records of contacts with donors, prospects and volunteers in the donor information system (e.g. Arbor).
- Produces briefing notes, solicitation plans donor and call reports to ensure that information is accessible to other staff in the Advancement office and is tracked centrally.
- Responsible for Alumni/Donor records/reports, correspondence, written materials including case statements and tailored proposals, progress reports and prospect correspondence.
- Serves as an ambassador for the University of St Michael's College both within the university community itself and outside consistently and convincingly demonstrating the role and importance of private support.
- Serves as a resource to others on cultivating prospective donors based on prior success and experience.

### **Qualifications and Skills:**

- Bachelor's degree or an acceptable equivalent combination of education and experience. CFRE designation an asset.
- Minimum five (5) years of recent and related involvement in a staff fundraising role.
- Proven track record of major gift fundraising success.
- Demonstrated major gift development, cultivation, and solicitation experience.
- Supervisory experience.
- Experience with Arbor (Blackbaud CRM) or related system proficiency with email and Internet applications.
- Exceptional interpersonal and communication skills, tact and diplomacy.
- Experience with educational and mission-oriented institutions preferred
- Strong organizational and analytical skills and attention to detail.
- Strong MS Office, database and spread sheet programs skills.
- Advanced customer service skills.
- Exceptional written and oral communications skills.
- Proven proposal and presentation skills.
- Evidence of leadership, initiative and excellent follow-through.
- Demonstrated ability to meet deadlines and to work in a results oriented environment.
- General knowledge of the post- secondary education system.
- Excellent planning & prioritizing to achieve specific goals and deadlines.
- Ability to take initiative, be-proactive-in completing tasks, be flexible to handle a variety of activities concurrently and work outside normal office hours occasionally.
- Ability to exercise judgment particularly concerning confidential matters.

**We thank all applicants for their interest. Only those considered for an interview will be contacted.**

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of St. Michael's College is committed to equity in employment and diversity. If you require accessibility accommodation, please contact the Human Resources Officer at 416-926-7118 or [hr.stmikes@utoronto.ca](mailto:hr.stmikes@utoronto.ca).*