



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

<b>Position Title:</b>	<b>Development Officer, Prospect Management</b>
<b>Department:</b>	<b>Office of University Advancement</b>
<b>Supervisor</b>	<b>Director of Development</b>
<b>Compensation:</b>	<b>\$1,077.71 per week</b>
<b>Hours:</b>	<b>35 Hour Work Week 9 a.m. to 5 p.m. – occasional evening and weekend work required</b>
<b>Terms:</b>	<b>Temporary full-time (6 to 12 months/maternity leave vacancy)</b>
<b>Posting Date:</b>	<b>March 24, 2016</b>
<b>Closing Date:</b>	<b>Open Until Filled</b>
<b>Apply to:</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)

### Position Summary

As a member of the University of St. Michael's College (USMC) Office of Alumni Affairs and Development, the incumbent has primary responsibility for the USMC prospect management process including but not limited to leadership-major gifts fundraising tracking activities, as well as other documents, systems and processes necessary to maintain effective and efficient operations to advance USMC's overall fundraising goal. The Development Officer, Prospect Management also plays an active role in donor stewardship and solicitation.

### Responsibilities

- Recommend, generate, refine and maintain reports to track prospects and donors through the stages of a solicitation cycle.
- Conduct prospect research and data-mining, and prepare briefing notes.
- Participate in prospect reviews and strategy meetings to ensure actions are properly captured in the database.
- Assure fundraising activities are properly recorded, updated and monitored on a timely basis in database.
- Secure face-to-face meetings for Executive Director and Director of Development.
- Work with the Donation Management and Stewardship Coordinator to ensure gifts are properly processed.
- Communicate with Finance and various programs on campus to ensure gifts are properly recorded and stewarded.
- Ensure accurate regular reports are produced against defined goals and objectives.
- Create or assist in donor proposals and stewardship reports.
- Participate in Leadership Giving and Planned Giving activities
- Assist in USMC and U of T's special events and other administrative duties as needed.

### Qualifications

- Fundraising Certificate from a recognized college or university or an equivalent combination of education and experience.

- Minimum of three years of previous prospect management and fundraising experience.
- Knowledge of University of Toronto DIS or equivalent fundraising database required.
- Excellent communications, writing and editing skills.
- Ability to work in a fast-paced, results oriented environment.
- Ability to manage multiple priorities effectively with great attention to detail.
- Ability to work in a fast-paced, results oriented environment.
- Excellent project coordination skills and the ability to manage multiple priorities.
- Proficient computer skills and the ability to work with Microsoft Office software including Word, Excel, PowerPoint, and Outlook.

**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).*