



Senior Development Officer - Central, Office of Development (Two positions)
Senior Development Officer – Medicine, Faculty of Medicine (One position)

The Position

Memorial University's Office of Development is seeking three experienced fundraising professionals to join a team whose work supports education and research outcomes, transforms lives, enriches the province's economic growth and inspires the next generation of leaders. The successful candidate(s) will manage a diverse portfolio of critical donor relationships consisting of individuals, corporations and foundations. The Senior Development Officer(s) - Central will report to the Associate Director, Development while the Senior Development Officer - Medicine will jointly report to the Dean of Medicine and the Associate Director, Development.

Summary of Key Responsibilities

The candidate(s) will be responsible for implementing fundraising strategies and initiatives consistent with the University's fundraising goals and campaigns. They will maintain a portfolio of active donors and manage prospects/donors with leadership capacity, with an emphasis on timely and accurate moves management practices, in order to create and maximize revenue through philanthropic commitments. The candidate(s) will also assume other fundraising-related management responsibilities including managing and coaching Development staff, campaign fundraising and ensuring appropriate administration of the processes. Other duties as required.

Key Responsibilities

The Senior Development Officer establishes and executes a strategy and operational plan for their overall fundraising and for specific campaigns or initiatives. This includes:

- Achieving an annual personal fundraising performance objective as a part of the University's annual fundraising goal;
- Working with the Office of Development senior leadership and the Faculty of Medicine (as applicable) to identify fundraising priorities and set an ambitious yet achievable annual fundraising plan for the position;
- Designing, implementing, managing, and evaluating strategies and tactics to solicit specific major gifts from individuals, corporations, and foundations.
- Personally, managing a major gift portfolio including individuals, foundations and corporations. For individuals, they are often highly prominent senior professionals – business leaders and well-known members of the local, national, or international community.
- The Central Officer is responsible for developing and maintaining an in-depth knowledge of the University's activities, priorities and needs in teaching, research and public engagement. Applies this knowledge in matching the interests and needs of prospective donors with the strategic needs of the University.
- Developing and executing the full scope of relationship management related activities, including prospect discovery, cultivation, solicitation, recognition, and stewardship of prospects; this includes in supporting senior leadership with donor relationship management.

- Preparing written materials, in collaboration with communications staff where appropriate, including case statements and tailored proposals, progress reports, briefing notes, campaign materials (including for volunteers) and prospect correspondence.
- Collaborating with academic leaders regarding fundraising strategies to support the execution of fundraising calls and solicitations.
- Identifying, recruiting, managing, and motivating external volunteers, as appropriate, to support the execution of fundraising calls and solicitations.
- Continually act as an advocate and ambassador for the University.
- Engaging support from other specialized areas of the Development Office including developing strategies and plans to increase overall giving to the University in cooperation with both the Planned Giving and the Annual Fund teams.

Managing Fundraising Processes

The Senior Development Officer ensures appropriate administration of the fundraising-management and campaign processes and assume other responsibilities as needed. This includes:

- Documenting, tracking, and reporting on activities to appropriate internal and/or external stakeholders.
- Managing the flow of information, expectations, and results on a continual basis.
- Developing an annual performance plan which is reviewed against results.

Desired Qualities and Transferable Skills

To be successful in this role you will demonstrate the following:

- Passion, energy, and drive
- Impeccable integrity and commitment
- Intelligence and curiosity
- Professionalism and a personable disposition
- Ambition; a goal-oriented, and goal-driven approach
- Self-discipline and organization
- Innovative thinking
- Careful judgement, discretion, and diplomacy
- Strategic in thought and action
- Persuasive communication and negotiation skills
- Behavioral and linguistic flexibility, adaptable to changing circumstances
- Resilience and perseverance
- A committed team player who is a confident closer; direct and straightforward
- The ability to work under pressure and juggle multiple timelines

Qualifications

Thorough experience (5 – 7 years) in resource development, relationship management, sales, business development and/or fundraising, preferably in the education, health-care or not-for-profit sector; graduation from a four-year college or university; or any equivalent combination of experience and training. Additional requirements include: Excellent communication skills (verbal and written), listening

skills, proven leadership ability, strong organizational skill; Good negotiation skills, ability to manage relationships with honesty, integrity, and commitment to an academic environment; Sound judgment and decision making capabilities and the ability to work both independently and collaboratively are required; Organizational abilities including planning and organizing complex fundraising programs and high-impact projects with minimal direction; Proven ability to build fundraising strategies in support of organizational goals, develop prospective donors and secure major gifts; Ability to exercise a high level of sophistication, tact and discretion in both internal and external interactions. Experience in managing fundraising staff and knowledge of Memorial University would be assets. Willingness to work some non-traditional hours, attend events and to travel regularly is required. CFRE (Certified Fund Raising Executive) designation would be an asset.

Salary, rank and benefits are competitive and commensurate with qualifications and experience. To apply for this position, please visit us at www.mun.ca/careers.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Memorial University is strongly committed to employment equity and especially welcomes applications from all qualified candidates, including women, members of visible minorities, Aboriginal persons, members of sexual minorities and persons with disabilities.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

ADDITIONAL INFORMATION ABOUT THE UNIVERSITY

About Memorial University of Newfoundland

Memorial is an inclusive community dedicated to creativity, innovation and excellence in teaching and learning, research and scholarship, and to public engagement and service. We recognize our special obligation to the citizens of Newfoundland and Labrador.

While the city of St. John's is home to the largest campus of Memorial University, Memorial has teaching and learning facilities across Newfoundland and Labrador and abroad. Memorial is the largest and only university in the province, with almost 18,000 students engaged in full and part-time studies at under-graduate and graduate levels. Each year, the graduating class numbers in excess of 2,000 students, bringing the total number of alumni to over 100,000.