

## **Job Opening – Project Manager, Capital Campaign**

**Organization Name:** Institute for Christian Studies (ICS)

**Job Title:** Project Manager, Capital Campaign

**Job Type:** Part Time (.6 FTE Contract)

**Salary Range:** \$48,000 – \$54,000

**Location:** Toronto, ON

**Posting/Open Date:** January 25, 2024

**Application/Close Date:** February 29, 2024

**Job Start Date (Expected):** March 16, 2024 (subject to negotiation)

**Target Audience:** 5 – 10 Years of Experience

**Job Category:** Fundraising/Advancement

### **Job Description:**

The *Institute for Christian Studies* (ICS) is an independent Christian graduate school with a charter to grant MA and PhD degrees in philosophy (including an Educational Leadership stream within the MA program), as well as an MWS-ART (Master of Worldview Studies in Art, Religion, and Theology). At ICS, the expertise of our experienced and widely-published faculty combines with the intimacy of a small school to create a hospitable academic community that welcomes the whole person. Located in the Knox College building at the heart of the historic University of Toronto campus, ICS has a large network of supporting communities within the Christian Reformed Church of Canada.

We are seeking an experienced and dynamic Campaign Project Manager to lead a two-year capital campaign in support of ICS's new continuing education initiative. The Campaign Project Manager will be responsible for implementing and managing all aspects of a \$1 million Capital Campaign, including developing a campaign strategy, establishing solicitation priorities, executing targeted cultivation plans and solicitation strategies, and providing support to campaign volunteers. The successful candidate will report directly to the President and work in close collaboration with the Advancement Team.

### **KEY DUTIES AND RESPONSIBILITIES**

- Develop and implement an effective campaign strategy, including campaign goals, priorities, timeline, and table of gifts.
- Maintain and monitor closely the campaign timeline, detailing progress benchmarks and ensuring that it is coordinated with ICS's annual fundraising program/calendar.
- Establish a projected sequence of donor segments and prospects.
- Lead the fundraising process in response to campaign targets.

- Provide coaching and oversight to campaign leaders and volunteers.
- Manage the overall campaign operation plan.
- Evaluate and refine campaign solicitation efforts as needed to help maximize donor success.
- Meet regularly with ICS President and the Advancement Team.
- Provide regular progress reports to ICS President.

### **Qualifications**

- A minimum of 5-10 years fundraising / project management experience.
- A CRFE designation or related field experience.
- Experience with strategic planning, goal setting, and performance management.
- Experience in capital campaign planning and execution.
- Experience in public facing roles and the ability to inspire confidence and trust in donors, colleagues, and key stakeholders.
- Knowledge of current and evolving trends in charitable giving.
- Knowledge of fundraising for academic institutions is an asset.
- Ability to communicate a compelling and inspired vision.
- Ability to inspire teamwork and a positive working environment.
- Ability to manage multiple priorities, deal with ambiguity, and lead effectively in a dynamic environment.

### **Application Process:**

To apply, please submit your resume, cover letter, proof of degree(s), and list of three references to Héctor Acero Ferrer at [haceroferrer@gmail.com](mailto:haceroferrer@gmail.com) by Thursday, February 29, 2024. We anticipate a March start date for the successful candidate. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. We thank all applicants for their interest, however only those candidates selected for an interview will be contacted.

*The Institute for Christian Studies is committed to the principle of equal employment opportunity and to providing employees with a work environment free of discrimination and harassment. ICS complies with the Accessibility for Ontarians with Disabilities Act (AODA) and will provide reasonable accommodations to individuals with disabilities. If contacted for an interview, and accommodations are needed, please inform us at that time.*