



Position Title: Development Officer, Leadership Giving

Closing Date: March 12, 2024

Grade: 8

Salary: \$64,400.00 - \$78,528.00/Year

Apply Online: [Competition Number J0224-0696](#)

A Brief Overview

Reporting to the Associate Director, Leadership Gifts, the incumbent manages a diverse portfolio of donor relationships at various fundraising stages. They nurture and develop sustainable long-term relationships with select private sector businesses, corporations, foundations, and individuals to maximize support to Queen's University by aligning the strengths of Queen's priorities and programs with the interests and needs of the perspective donor. The incumbent will be an experienced relationship manager and fundraiser in the department, providing strategic expertise to other Development colleagues working in various faculties across the University.

As a fundraising professional, the Development Officer, Leadership Gifts develops, executes, and evaluates leadership gift fundraising opportunities for university-wide funding objectives and priorities that are designed to maximize long-term financial support for the institution.

This position is eligible for a remote work arrangement within Ontario. This position recommends, creates, and implements key aspects of development programs, including developing and implementing goals and strategies to maximize funding for priorities. This position identifies, evaluates, and recommend approaches to gaining or deepening relationships with current and prospective donors. The schedule for this position requires the incumbent to work variable hours on a regular basis, including evenings and weekends. In addition, travel is an inherent part of the position. This position is subject to the Averaging and Travel Time Credit provisions of the USW Local 2010 Collective Agreement."

This position is fully remote within Ontario.

What you will do

- Recommends, develops and implements communication and donor engagement strategies with various donor groups.
- Supports senior staff on development decisions throughout the donor engagement lifecycle.
- Identifies, evaluates, and recommend approaches to gaining or deepening relationships with current and prospective donors.
- Develops objectives, discusses strategies for meeting objectives and executing annual plans, and resolves barriers to implementation.

- Identifies, evaluates, and solicits prospective donors (individuals, corporations and foundations).
- Creates and maintains print, email and web content to support departmental priorities.
- Updates all contact and solicitation activity in the database.
- Writes case statements and donor proposals in support of key solicitation/engagement opportunities.
- Collaborates with other Advancement staff to plan and facilitate development activities.
- Other duties as required in support of the department and/or unit.

Required Education

- Four-Year Bachelor Degree or equivalent. In addition, requires trade certification, qualification, or on-going learning to remain ahead of changes in technology or emerging fields.

Required Experience

- More than 3 years and up to and including 5 years of experience.
- Experience developing and/or implementing fundraising and/or major gift plans considered an asset.
- Knowledge of relationship building, fundraising and stewardship considered an asset.

Required Licenses and Certifications

- G Driver's License required.
- Satisfactory Criminal Records Check required.
- Consideration may be given to an equivalent combination of education and experience.