UNIVERSITY OF
ST. MICHAEL'S COLLEGE
IN THE UNIVERSITY OF TORONTO

UNIVERSITY OF ST. MICHAEL'S COLLEGE
JOB OPPORTUNITY

Position Title:	Senior Development Manager
Office:	Office of Advancement
Supervisor	Executive Director, Advancement
Hours:	35 hours per week (9 a.m. to 5 p.m. with occasional evening/weekend hours)
Compensation:	$81,465 to $95,000 per annum (commensurate with skills and experience)
Pay Band:	PM2
Terms:	Full-Time Permanent / 3-month probation
Posting Date:	January 22, 2025
Closing Date:	February 10, 2025
Apply to:	hr.stmikes@utoronto.ca **Attention: Human Resources** (please include position title in subject line of email when submitting resume and cover letter)

PROFILE

The University of St. Michael's College is one of the oldest and most distinctive post-secondary institutions in Ontario and one of three universities federated with the University of Toronto. Founded in 1852 by the Congregation of St. Basil from Annonay, France, St. Michael's offers undergraduate students' full access to the complete range of courses offered by the University of Toronto, as well as its own unique academic programs. St. Michael's is home to over 5000 undergraduate and 250 graduate students, who live and learn in the heart of Canada's greatest research university. St. Michael's offers a close-knit and inviting community that maintains its Catholic identity while welcoming people of all backgrounds.

St. Michael's is supported by a loyal and generous community of over 40,000 alumni and friends. Their commitment to our past, present and future is creating exciting opportunities to expand and strengthen alumni involvement, advocacy and financial support. As we look forward to our 180th anniversary in 2032, we are operating with a strategic plan titled St. Mike's 180: Rooted in the Future. The plan, which imbues all aspects of university life, is built on three pillars: academics, community and sustainability, all stemming from the University's commitment to the Catholic Intellectual Tradition.

As part of Defy Gravity: The Campaign for the University of Toronto, we seek to harness the talent, generosity, and compassion of our global community to strengthen the University's commitment to inclusive excellence and accelerate work on the most complex issues facing our world today. If you are a dynamic, creative, mission-driven fundraiser, St. Mike's will be a great fit for you.

POSITION SUMMARY

Reporting to the Executive Director, Advancement, the Senior Development Manager will manage a full portfolio of prospects for major gifts ($50,000+) and planned gifts, develop fundraising strategies for fundraising below the major gift threshold, manage special fundraising projects, develop materials for fundraising priorities, write proposals, and manage the Advancement Officer, Development Programs position.

DUTIES & RESPONSIBILITIES

- **Serves as an Ambassador:** Acts as a representative for the University of St. Michael's College within and beyond the university community, consistently and convincingly demonstrating the role and importance of philanthropy.
- **Portfolio Management:** Actively manages a portfolio of major gift ($50,000+ to $1M+) and planned giving prospects and donors.
- **In-Person Engagement:** Attends meetings and events in person, focusing on advancing relationships with donors, prospects, alumni, and friends.
- **Customized Solicitation Strategies:** Develops and implements tailored strategies for donor solicitation.
- **Mid-Level Fundraising:** Leads the development of strategies for fundraising in the $25,000 to $49,999 range.
- **Program Management:** Manages the Advancement Officer, Development Programs, to develop and deliver St. Mike's Annual and Leadership Giving Programs.
- **Special Projects:** Develops strategies, prospect lists, and materials to manage special fundraising projects.
- **Documentation and Reporting:** Prepares briefing notes, call reports, and solicitation plans, ensuring detailed and accurate documentation of activities.
- **Materials Development:** Writes and edits materials, including case statements, tailored proposals, and correspondence.
- **Donor Information Systems:** Leverages various modules of the donor information system (Arbor) to track progress, manage prospects, and maintain comprehensive records of interactions with donors, prospects, and volunteers.
- **Stewardship and Donor Engagement:** Develops and implements stewardship plans to recognize and retain donors, ensuring they feel valued and connected to St. Mike's mission. Organizes stewardship events and creates personalized impact reports for major donors.
- **Collaboration:** Collaborates with university colleagues to align donor interests with institutional priorities and facilitate donor engagement in academic and programmatic areas; coordinate and collaborate with colleagues at the University of Toronto's Division of University Advancement.
- **Campaign:** Participates in planning and implementation of capital campaigns, endowment campaigns, or other large-scale initiatives at the direction of the Executive Director, Advancement.
- **Market Research and Analysis:** Conducts market research to identify philanthropic trends, analyze donor behavior, and uncover new opportunities to enhance fundraising strategies.
- **Prospect pipeline development:** Collaborates with Alumni Affairs colleagues to advance relationships with alumni who engage with the university through their programs and activities.
- **Training and Mentorship:** Provides mentorship to team members and colleagues on best practices in fundraising, prospect management, and donor engagement.

QUALIFICATIONS

- **Experience:** Minimum of five (5) years of experience in a front-line fundraising role, with a proven track record of cultivating and securing major gifts.
- **Sector Knowledge:** Familiarity with the post-secondary education environment; experience in the post-secondary sector is an asset.
- **Leadership and Supervision:** Evidence of leadership, initiative, and excellent follow-through. Supervisory experience is an asset.
- **Interpersonal and Communication Skills:** Exceptional interpersonal and communication skills, including tact, diplomacy, and excellent presentation abilities.
- **Results-Oriented:** Demonstrated ability to meet deadlines and work effectively in a results-oriented environment.
- **Attention to Detail:** Strong attention to detail, including the ability to plan, prioritize, and achieve goals.
- **Technical Proficiency:** Proficiency in MS Office and CRM systems; experience using Arbor is an asset.
- **Judgment and Confidentiality:** Ability to exercise sound judgment, particularly concerning confidential matters.
- **Customer Service:** Superior customer service skills, with a focus on building strong relationships with donors and stakeholders.

- Additional Skills: Results-oriented mindset and the ability to adapt to changing priorities in a dynamic environment.

EDUCATION

- Bachelor's degree or an acceptable equivalent combination of education and experience. CFRE designation is an asset.

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

The University of St. Michael's College is strongly committed to diversity within its community and especially welcomes applications from racialized persons/persons of colour, women, Indigenous/Aboriginal people of North America, persons with disabilities, LGBTQ persons, people who take a religiously informed view of human experience, and others who may contribute to further diversification of ideas.All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require accessibility accommodation, please contact Human Resources at 416.926.7101 or hr.stmikes@utoronto.ca.