

Now hiring: Development Officer

Employment Terms: Full-Time, 3 year Contract

Start date: December 2025

End date: December 2028

We are looking for an enthusiastic, relational team player to join our Upper School Advancement Department. The Development Officer (DO) supports the Development team within the Office of Advancement in the cultivation, solicitation, and stewardship of major gift donors (\$100,000 and up) at Upper Canada College and directly manages a portfolio of annual and leadership donors.

Reporting to a Director of Development, the DO will provide support to 2-3 members of the development team, including developing meeting briefs, proposals, and gift agreements; information gathering and basic research; meeting scheduling; and coding of actions and plans in Raiser's Edge.

Working independently under the general direction of a Director of Development, the DO will cultivate and steward a portfolio of annual and leadership donors, meeting annual revenue and contact goals to ensure the timely and appropriate stewardship and cultivation of new and returning donors.

Other duties as assigned and opportunities for volunteer management, job shadowing, mentorship, and project management ensure the incumbent receives broad exposure to the key activities across the functions of advancement.

This job posting is for an existing vacancy.

Key Responsibilities and Tasks

Support for Major Gifts Development Team:

- Assist with the sourcing, drafting and/or preparation of meeting documents, proposals, presentations, gift agreements, reports, and other materials as required by Senior Managers and Directors in the Development team for the successful cultivation and stewardship of major donors;
- Provide scheduling and correspondence support as directed;
- Assist with data entry into Raiser's Edge including past and upcoming actions, and action plans, in collaboration and consultation with Advancement Operations team members.

Annual and Leadership Gift Development and Stewardship

- Contribute to the overall annual and multi-year fundraising goal by developing and strengthening donor relationships of new and returning donors. With an emphasis on retention and increased giving, engage donors in meaningful communications, experiences

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and presentations that strengthen connection and understanding of the impact of philanthropy at the College;

- Respond to donor enquiries in a prompt and timely manner, and direct them to appropriate colleagues and sources of information;
- Follow up on donor pledges to ensure fulfilment and engagement.

Community Relations and Engagement:

- Provide support to the advancement leadership team, staff and volunteers on engagement activities as required.

Other:

- Collaborate with colleagues, and provide general assistance and support as needed, as part of the Advancement Team;
- May serve as a mentor to students for International Baccalaureate (IB) continuum projects.

Job Requirements

Experience, Knowledge and Competencies:

- Completion of a recognized university degree or equivalent;
- At least three years of experience in a professional office setting;
- Growing awareness of theories, principles and best practices of major fundraising campaigns and initiatives in a not-for-profit setting, and particularly in the independent school sector;
- Proficient with standard desktop software (e.g. MS Office), specialized fundraising software (e.g. Raisers' Edge) and donor databases;
- Ability to identify and assess a donor's connection to a charitable cause, with particular attention to their previous and current areas of giving, affiliation and interest, translating those interests into increased support through the effective matching with giving opportunities;
- Ability to identify, research and assess potential of individual and corporate donor prospects, and present information thoroughly and proficiently;
- Ability to identify donor stewardship requirements based on agreements and best practices and make corresponding recommendations;
- Strong interpersonal skills, including diplomacy, tact, and teamwork
- Very strong verbal and written communication skills, using approved style guide(s) and approved brand assets (eg presentations, document templates, photography and videos);
- Ability to engage with donors and potential donors at fundraising events and in meetings.
- Willingness to work evenings and weekends when required.

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What We Offer

- Unparalleled opportunities for professional development including workshops, networking sessions, a leadership program, and visiting experts and scholars;
- Flexibility to substitute statutory holidays in recognition of diverse religious and cultural practices;
- Comprehensive medical, dental and vision plans, including health care and lifestyle spending accounts;
- Pension plan, generous vacation time, self-funded sabbaticals, parental leave top-up;
- Significant support for personal and family wellbeing and mental health, including the Employee and Family Assistance Program;
- Paid volunteer time off for involvement in the communities that matter to you;
- Social events for colleagues and their families;
- Collaborative and supportive team members and colleagues;
- Free on-campus parking.

About UCC

Upper Canada College (UCC) is focused on making the world a more just and inclusive place through dialogue and teamwork. With a commitment to equity and fairness, students learn that what makes us different as individuals makes us stronger as a community. A rigorous academic program is supported by accomplished faculty, exceptional co-curricular programming, and state-of-the-art facilities.

The UCC experience is underpinned by five core values: learning, pluralism, service, community, and well-being. Among its strategic goals is UCC's ambition to become more diverse and inclusive. This is supported by a recognition that no learning community is whole without the inclusion and amplification of multiple voices; UCC is committed to fostering belonging, striving for justice and peace among all people, and addressing systemic and structural forms of oppression.

UCC is an Equal Opportunity Employer and values diversity, encouraging applications from all qualified individuals including women, Indigenous Peoples, persons with disabilities, 2SLGBTQIA+ and historically marginalized persons. UCC embraces pluralism – celebrating differences, cherishing similarities, and giving voice to multiple perspectives.

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Please apply on ADP by **Friday October 22, 2025, by 3:00pm**. *We thank all candidates in advance; however, we will contact only those selected for an interview.*

To learn more about UCC, please visit ucc.on.ca and <https://careers.ucc.on.ca/>