



Senior Development Officer - Central, Office of Development

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, MUN 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 almost 90,000.

The Opportunity

Change the world through philanthropy and have a career that makes a lasting impact. 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 Position

Memorial University is seeking a fundraising professional with the Office of Development. The successful candidate will manage a diverse portfolio of high potential accounts and critical donor relationships consisting of individuals, corporations and foundations.

Summary of Key Responsibilities

The candidate will be responsible for implementing fundraising strategies and initiatives consistent with the University's major capital and annual advancement fundraising goals. 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 will also assume other fundraising-related management responsibilities and ensure appropriate administration of the processes. Other duties as required.

Planning for Strategic Fundraising

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

- Achieving an annual personal performance objective as a part of the University's annual fundraising goal

- Working with the Office of Development senior leadership 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 soliciting major gift prospects. For individuals, they are often highly prominent senior professionals – business leaders and well-known members of the local, national, or international community. Working with these prospective donors requires careful judgement, discretion, and diplomacy.
- 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.
- Managing 100+ major gift prospects (individuals, organizations, and corporations) annually.
- Developing and executing the full scope of relationship management related activities, including prospect discovery, cultivation, solicitation, recognition, and stewardship of prospects
- Creating a sustainable major gifts program with clear moves management objectives
- Preparing written materials, in collaboration with communications staff where appropriate, including case statements and tailored proposals, progress reports, campaign materials 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.

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
- Strategic thought and action
- Persuasive communication and negotiation skills
- Behavioral and linguistic flexibility, adaptable to changing circumstances
- Resilience and perseverance
- You're a committed team player who is a confident closer; direct and straightforward
- The ability to work under pressure and juggle multiple timelines

Managing Fundraising Processes

The Senior Development Officer will ensure appropriate administration of the fundraising-management process and assume other responsibilities as needed. This includes:

- Documenting, tracking, and reporting on activities to appropriate internal stakeholders.
- Participating in University-wide prospect clearance meetings and activities.
- Managing the flow of information, expectations, and results on a continual basis.
- Developing an annual performance plan which is reviewed against results.

Qualifications

Thorough experience (5 – 7 years) in resource development, relationship management and, sales 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. Knowledge of Memorial University would be an asset. Willingness to work some non-traditional hours and to travel regularly is required. CFRE designation would be an asset.

Salary, rank and benefits are competitive and commensurate with qualifications and experience.

TO APPLY FOR THIS POSITION, PLEASE CLICK [HERE](#)

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.

The personal information requested in your application is collected under the authority of the Memorial University Act (RSNL 1990 c M-7) for the purpose of identifying and recruiting candidates; assessing applicant qualifications; and maintaining records pertaining to the administration of employment with Memorial University of Newfoundland.

If you are a successful candidate, this information will form part of your permanent employment record and will be used for other activities related to the employment process. This information may be disclosed to government departments and agencies as legally required; and to third party service providers, as necessary to administer programs and activities.

If you have any questions about the collection, use and disclosure of the information on this form, please contact MyHR, Department of Human Resources, at (709) 864-2434.

Please be advised that we are unable to provide updates on current competitions.

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