



Development Officer

University Advancement (UA) promotes McGill to its global community and to the public, engaging alumni, volunteers and friends of the University, and building on McGill's record of fundraising success in support of University priorities.

By joining UA, you can be part of a dynamic, exciting and growing team of professionals that is making an extraordinary impact on the world by advancing the philanthropic and engagement ambitions of McGill University.

To find out more about UA and our current openings, please visit us at www.mcgill.ca/advancement/ua-careers.

Position Summary

Under the general direction of the (Associate) Director of Development, the incumbent is responsible for securing Special and Major Gifts (\$25k-\$999k) for the University, developing and managing a portfolio of prospects, developing and building relationships with alumni around professional and social networks, and building and managing a network of fundraising volunteers.

Primary Responsibilities

- Manage a personal portfolio of prospects and donors for a Faculty or School. Encourage and seek philanthropic support for McGill. Formulate, recommend and implement cultivation, engagement, solicitation and stewardship strategies to secure gifts from the prospects portfolio.
- Develop an in depth understanding of the University's key fundraising priorities and promote these priorities effectively to prospects.
- Identify, cultivate and solicit prospects capable of contributing gifts to the University priorities. Through personal visits, identify and qualify individuals to determine capacity, inclination and interests in providing support to the University. Evaluate and recommend appropriate next steps for newly qualified potential donors and current donors.
- Identify, recruit, train and manage a network of volunteers to assist with fundraising and alumni relations activities. Organize all schedules and follow-up communications to volunteers pre- and post- meetings. Maintain close communication and act as a liaison with volunteers.
- Participate actively in McGill University Advancements events as part of an integrated approach to prospect identification, cultivation and stewardship.
- Provide assistance and advice to the University community on all fundraising activities.
- Generate written materials associated with the fundraising process, such as proposals, stewardship reports and general correspondence. Ensure that all communications materials be vetted and approved by the (Associate) Director of Development and/or the necessary University partners.
- Participate in Prospect Management System; file timely and appropriate contact reports, recording of proposals, etc..
- Work in close collaboration with colleagues in the McGill University Advancement Office and Faculty based fundraising operations.



- Undertake in-depth analysis of complex problems/issues, articulate alternatives and recommend solutions.
- Participate in the development and implementation of new initiatives that support the strategic direction of the faculty/unit by keeping abreast of new developments and trends in the field of alumni relations and fundraising.
- Undertake special projects as assigned.

Qualifying Skills and/or Abilities

- Direct fundraising experience with a proven track-record of success in the cultivation, solicitation, and closing of gifts preferably in an academic/higher education or in business development in the private sector.
- Results-driven, a self-starter, and highly motivated with a demonstrated ability to build constructive and effective relationships.
- Client-focused, with strong skills in listening, negotiating, planning, organizing, priority setting, analyzing, and problem-solving.
- Excellent interpersonal skills with strong presentation and written communications skills with a high degree of diplomacy.
- Demonstrated ability to work in a fast-paced environment and to manage multiple projects within tightly prescribed timetables.
- Ability to work autonomously and as part of a team.
- Demonstrates discretion and judgment in his/her decisions concerning the sharing of privileged information.
- Demonstrated ability to work in a PC environment, using MS Office, and client-server database software.
- Knowledge of French and English. McGill University is an English-language university where day to day duties may require English communication both verbally and in writing.

Minimum Education and Experience

Bachelor's Degree and 3 Years' Related Experience

Annual Salary

(MPEX Grade 05) \$65,500 - \$77,780

Hours per Week

33.75 (Full time)

Additional Information

Travel may required

Apply directly

https://mcgill.wd3.myworkdayjobs.com/McGill_Careers/job/Peel--1430/Development-officer_JR0000028751