

**October 2023**  
**Senior Development Officer (50001473-P1713) –GRADE 13**  
**Faculty of Arts and Science, University Advancement**

**SCOPE**

Reporting to the Principal Director of Development within the Faculty of Arts and Science, the Development Officer is responsible for building relationships with prospects and donors to secure a total attainable yearly target of 1.5M for the Faculty and/or university initiatives.

**PRIMARY RESPONSIBILITIES**

- In collaboration with the Principal Director of Development, assist in the creation, the planning and the implementation of solicitation strategies based on identified faculty priorities and in the creation of the case for support, which clearly explains the Faculty's investment opportunities.
- In collaboration with key stakeholders, develop a faculty specific solicitation strategy. Implement the development plan as agreed upon with University Advancement's central office – while maintaining good working relationships with fundraisers, management, faculty and staff. Consider the interests of all appropriate areas when developing cultivation/solicitation strategies for the faculty and additional prospects.
- Perform analysis of the concept, methods and cost of research, education and other projects; based on this analysis, write effective and persuasive proposals to describe projects to prospective donors.
- Plan and execute personal canvassing activities including the preparation of solicitation documents, and other pertinent fundraising materials based on institutional priorities. Use creative skill and experience in producing innovative written materials.
- Cultivate donors and identify new funders in order to support other fundraisers in proposal-writing in response to priorities. Establish and maintain effective and cooperative work relationships with potential donors and with university administrators.
- Identify potential prospects, take part in the solicitation process, and support the Principal Director of Development and other fundraisers in this process.
- Ensure that gifts are appropriately stewarded over the short and long term.
- Personally solicit potential prospects. Use broad-based knowledge of principle, practices and techniques of oral communication and interpersonal skills in order to determine the most effective method to present proposals, persuade prospects and foster effective relationships.
- Participate in the Strategic Prospect Assignment Review (SPAR) meetings of University Advancement.
- Adhere to SPAR guidelines and effectively use the established Dashboard. Regularly enter "moves", contact reports and follow-up actions into the advancement database for the benefit of all users and the institutional memory. Extract information including biographical profiles, prospect pipeline and other related reports.
- Recruit, train and support high profile volunteers and canvassers.
- Functionally supervise the support for the unit; assist in assigning workload, conducting interviews, and training.

**QUALIFICATIONS**

- Bachelor's degree in a field relevant to the primary responsibilities and four to seven years' experience in a fundraising role with a proven track record in implementing personal canvass programs in the solicitation of major gifts.

- Extensive experience working with volunteers in a fundraising campaign.
- Good knowledge (intermediate level) of Word, Excel and Access.
- Very good knowledge (Level 5) of spoken and written English and French.
- Self-motivated and an innovative planner.
- Persuasive and able to influence and convince.
- Detail oriented.
- Resourceful and independent yet works well in a team environment.
- Exceptional interpersonal and listening skills; insight into developing relationships with individuals.
- Ability to motivate and inspire others (volunteers and staff).
- Excellent and proven proposal and presentation skills.
- Demonstrated leadership skills managing staff.
- Ability to communicate effectively using a high level of written and oral communication skills, persuasiveness and imagination.
- Extensive experience in developing creative methods to obtain agreements between parties with opposing views.
- Previous experience working in a University setting is an asset.

Please apply at Concordia University's career page:

[https://career17.sapsf.com/career?career%5fns=job%5flisting&company=universitc&navBarLevel=JOB%5fSEARCH&rcm%5fsite%5flocale=en%5fUS&career\\_job\\_req\\_id=1234&selected\\_lang=en\\_US&jobAlertController\\_jobAlertId=&jobAlertController\\_jobAlertName=&browserTimeZone=America/Toronto&\\_s.crb=LyxTaLmWFcGLiY%2bf8czW3ZFeOZ3%2bTUsZpVSqzhgBZME%3d](https://career17.sapsf.com/career?career%5fns=job%5flisting&company=universitc&navBarLevel=JOB%5fSEARCH&rcm%5fsite%5flocale=en%5fUS&career_job_req_id=1234&selected_lang=en_US&jobAlertController_jobAlertId=&jobAlertController_jobAlertName=&browserTimeZone=America/Toronto&_s.crb=LyxTaLmWFcGLiY%2bf8czW3ZFeOZ3%2bTUsZpVSqzhgBZME%3d)