Senior Development Officer

THE OPPORTUNITY

We are seeking a **Senior Development Officer** to engage with alumni and donors and inspire increased major gifts giving to Trent University. As part of a dynamic External Relations and Advancement team of 19 professionals, the Senior Development Officer will build donor relationships to increase major gifts and will take the lead on encouraging planned giving to the University. Trent University is currently in the midst of its *Unleash the Potential* campaign and the new incumbent will play a central role in achieving the $50 Million goal.

Reporting to the Campaign Director, the Senior Development Officer will have strategic interactions and collaboration with alumni, faculty and community leaders. The Senior Development Officer is a key position within an entrepreneurial team, working in a positive environment where colleagues pride themselves on open and collegial working relationships among all areas of advancement, external relations and with faculties and departments within the University.

This is a unique opportunity to develop new initiatives with a strategic focus on the Durham region and to capitalize on the deep loyalty that alumni have to the University. The Senior Development Officer will also have the opportunity to work with donors on a variety of projects and interest areas including student support, environmental initiatives, architectural heritage, library and learning and Indigenous studies. Flexible work arrangements will be considered for the successful candidate and may include a dedicated office at our Durham campus and an as needed presence at the Peterborough campus.

ABOUT TRENT UNIVERSITY

One of Canada’s top universities, Trent University was founded on the ideal of interactive learning that is personal, purposeful and transformative. Striking a unique balance between outstanding teaching and leading-edge research, the University is consistently recognized nationally for faculty who maintain a high level of innovative research activity and a deep commitment to the individual student.

Distinguished by excellence in the humanities, social sciences and natural sciences and increasingly popular professional and graduate programs, Trent brings critical, integrative thinking to life every day. Students lead the way by co-creating experiences rooted in dialogue, diverse perspectives and collaboration in a learning environment that builds life-long passion for inclusion, leadership and social change. Trent's students, alumni, faculty and staff are engaged global citizens who are trailblazers in developing sustainable solutions to complex issues.
Trent University was named Ontario’s number one undergraduate university for the fifth year in a row in the 2016 Maclean’s University Rankings and rose to number two in Canada. Trent is also number one in Canada for scholarships and bursaries and experienced the largest increase in applications for an Ontario university for the 2016-17 academic year.

Trent is led by President and Vice-Chancellor Dr. Leo Groarke, whose philosophy is that Trent be a catalyst in the communities it serves – academically, economically, culturally and socially – by engaging in dialogue and action.

Trent’s Peterborough campus boasts award-winning architecture by Ron Thom in a breathtaking natural setting on the banks of the Otonabee River and is home to almost 7,000 students. Located in Oshawa, Trent University Durham offers over 800 students a learning experience that is the perfect blend of urban life and closely knit-campus community. Over the past 50 years, Trent University has helped launch the careers of more than 43,000 alumni – in Canada and more than 140 countries around the world.

EXTERNAL RELATIONS AND ADVANCEMENT

Our vibrant External Relations and Advancement team is comprised of 19 professionals in major gifts, annual fund, alumni relations, communications, stewardship and advancement services, who work collaboratively to achieve an annual fundraising target of $6 million to support the highest priority needs of the University.

Unleash the Potential, Trent’s $50 Million campaign, encompasses three key pillars: providing a transformative student experience, enhancing teaching excellence, and conducting world class research and community engagement. Fueled by the successes achieved to date and thanks to our donors and alumni, the campaign is in the home stretch of its completion. Fifty years ago, Trent made a promise to be a vibrant institution of learning, discovery and action. With the success of the campaign, we will continue to build a culture of philanthropy to achieve our future fundraising goals.

IDEAL CANDIDATE

The Senior Development Officer will have a curious nature and the ability to learn quickly, combined with a goal orientation, focus and perseverance to follow through with action. Having the maturity and experience to know when to take personal initiative and when to consult with others, the ideal candidate will demonstrate a high level of self-awareness and the capacity to deal with ambiguity when it arises.

The ideal candidate will embody a community-minded spirit and display an eagerness to develop a passion for Trent, its culture and traditions. Authentic and outgoing, the successful candidate will be highly articulate with excellent written and verbal skills. The new incumbent will strive to professionally represent the University with poise and confidence.

The Senior Development Officer will enthusiastically engage our alumni and friends of the University, successfully securing support for both the current campaign and future fundraising priorities. The ideal candidate will acknowledge and value our alumni as key to the success of our major gift and legacy giving fundraising.
The new incumbent will possess a breadth of development experience, including significant demonstrated success with personal solicitation of donors at the six figure gift level, legacy giving and capital campaigns. An accomplished networker, the Senior Development Officer will be eager to create and innovate in a fast-paced environment. The ideal candidate will be motivated by the opportunity to build a new donor base for Trent in the Durham region and will embrace the opportunity to partner with our faculty to enhance donor relationships.

Self-directed and disciplined, the successful candidate will combine the ability to work collegially with a collaborative nature. The Senior Development Officer will be highly engaging, willing to both mentor colleagues and share their personal skills and experience to enhance the knowledge of team members as well as embracing input and feedback from others. With an open communication style, the ideal candidate will respectfully interact with the External Relations and Advancement team and engage with colleagues across the University.

**KEY AREAS OF RESPONSIBILITY**

Reporting to the Campaign Director, the Senior Development Officer will be focused on:

**Major Gifts**

- Manage a portfolio of 100 – 125 major prospects and donors, ideally with the capacity to make gifts between $100K and $500K
- Participate in setting annual fundraising goals and initiatives to create a sustainable major gifts program with clear moves management objectives
- Participate in prospect clearance activities, including qualifying prospects (individuals, corporations and foundations) with the assistance of the researcher and development team
- Secure meetings to establish donor interests in an effort to align them to the campaign priorities, including where appropriate, consideration for a legacy gift
- Prepare and present professional proposals to prospective donors to inspire their support
- Meet annual fundraising targets of at least $500,000

**Planned Giving**

- In close collaboration with the Campaign Director, manage and lead the Planned Giving Program, including setting annual program goals and objectives
- Act as the resident expert for technical knowledge related to Planned Giving, and stay abreast of relevant estate planning issues
- Manage a portfolio of planned giving prospects
- Work closely with the Communications Officer and Alumni Affairs Office on regular promotion strategies of the Planned Giving Program
- Manage the Planned Giving Advisory Committee, including planning and management of Committee activities, and strategic recruitment of new members
Volunteer Management

- Assist with identifying, recruiting, training and motivating volunteers who will assist with the successful completion of the campaign
- Collaborate closely with the Trent University Alumni Association on accessible giving opportunities and major gift approaches
- Assist with the development of fundraising strategies to empower volunteers to make campaign solicitations
- Provide regular communications to volunteers on the campaign success to date and any materials needed for approaches

Stewardship & Special Events

- Collaborate with the Stewardship Manager to ensure the proper stewardship of major gift and Legacy Society donors, including naming opportunities, gift celebration opportunities and cultivation opportunities at events
- Leverage the annual stewardship reports as an opportunity to further cultivate donors towards their next gift
- Attend University wide and External Relations & Advancement events as opportunities for donor cultivation and engagement

Administration & Managerial Responsibilities

- Contribute to the overall development, implementation and evaluation of External Relation & Advancement’s operating plan and strategies towards the successful campaign completion
- Monitor results and progress essential for achieving collective goals in major gifts
- Maintain tracking and reporting on expectancies and Legacy Society growth
- Support bequest administration, once Trent University has been notified that a planned gift has been realized
- Ensure all major gift and planned gift activity, including tracking proposals through the pipeline, is entered accurately and in a timely manner in Raiser’s Edge

Relationship Building

- Develop and execute the full scope of relationship management related activities, including prospect discovery, cultivation, solicitation, recognition and stewardship of prospects and donors
- Work to help foster a culture of philanthropy at the University
- Build relationships with alumni and faculty to further the effectiveness of fundraising activities

Collaboration and Innovation

- Lead the creation and execution of the strategy to engage alumni, donors and the greater community in Durham
- Participate in planning the next phase of fundraising priorities beyond the campaign
- Collaborate with team members on prospect and donor engagement strategies
Share expertise and provide mentorship to the Development Officer and other colleagues
Collaborate with all members of the Advancement, Alumni Affairs and any University department that requires support

QUALIFICATIONS

A proven track record in senior level major gift fundraising involving face to face cultivation, solicitation and relationship management. Excellent knowledge of major gift and planned giving fundraising practices, including moves management and pertinent tax planning considerations; endowment funding, leadership giving and capital campaign experience

Experience in higher education fundraising in a university environment or other non-profit sectors would be preferred. Equivalent experience in a related field such as sales and marketing, communications, financial services or others may be considered

Excellent interpersonal and communication skills. Demonstrated ability to interact comfortably, tactfully, professionally and effectively with a wide range of internal and external constituencies and stakeholders, including volunteers, donors, faculty and staff, and community members

Superior written communication and proposal writing skills, and experience in prospect research

Demonstrated ability to lead and motivate volunteers and donors; previous experience with senior volunteers and committees

Proven ability to develop strategic and tactical plans, establish goals and accomplish them as part of an organizational plan

Excellent organizational, planning and time management skills, with demonstrated ability to manage multiple tasks and flexibility in meeting shifting demands and priorities

An entrepreneurial spirit and ability to think creatively to problem solve

Demonstrated ability to work independently and as part of a team

University Honours degree in a related discipline; a Trent University degree would be an asset

CFRE designation would be an asset

Proficiency with MS Office (Word, Excel), internet research, Raiser’s Edge database

Flexibility to work evenings and weekends

Must be willing and able to travel locally, regionally, and occasionally nationally

Must have a valid class ‘G’ driver’s license and regular access to a vehicle to travel within Durham and the Greater Toronto Area

FOR MORE INFORMATION

KCI (Ketchum Canada Inc.) has been retained to conduct this search on behalf Trent University. For more information about this exciting development opportunity, please contact either Sylvia Kadlick, Senior Consultant, Search Practice at 416-340-9710 ext 250 or Sandra Taylor, Senior Consultant by email at TrentU@kci philanthropy.com

Please send resume and letter of interest to the email address listed above by March 15, 2016.

All inquiries and applications will be held in strict confidence.