**Please note: This opportunity offers the ability to work remotely within Ontario. We have two opportunities available.**

As a senior fundraising professional reporting to the Director, Gift Planning, with accountability to the Department of Development, the Senior Gift Planning Officer is responsible for identifying, evaluating, cultivating, soliciting, and stewarding a diverse portfolio of donor relationships, with a focus on formulating and implementing strategies to maximize planned gift fundraising activities.

This position identifies, evaluates, cultivates, and canvasses appropriate prospective donors for in-life and estate donations. This position advises donors and professional advisors of donation vehicles and the implications of each. This position also develops fundraising strategies, executes plans, and negotiates as required to meet identified objectives.

The schedule for this position requires the incumbent to work variable hours on a regular basis, including evenings and weekends. In addition, travel is an inherent part of the position. This position is subject to the Averaging and Travel Time Credit provisions of the USW Local 2010 Collective Agreement.

**WHAT YOU WILL DO AS THE Senior Gift Planning Officer:**

* Identifies, evaluates, cultivates, and canvasses appropriate prospective donors for in-life and estate donations.
* Provides faculty-based gift planning expertise, and oversees initiatives to solicit prospective donors.
* Advises donors and professional advisors of donation vehicles.
* Develops fundraising strategies, executes plans, and negotiates as required to meet identified objectives.
* Act as a liaison between the department, donors, volunteers, and professional advisors.
* Stewards individual confirmed planned gift donors, and assists with marketing and communications projects for this group.
* Manages special projects related to planned giving.
* Other duties as required in support of the department and/or unit.

**THE Senior Gift Planning Officer ALSO CALLS FOR:**

**Required Education**

* Four-Year Bachelor Degree or equivalent. In addition, requires trade certification, qualification, or on-going learning to remain ahead of changes in technology or emerging fields.

**Required Experience**

* More than 5 years of experience.
  + Experience developing and/or implementing fundraising and/or major gift plans considered an asset.
  + Experience in writing, interviewing, reviewing, editing and/or proofreading internal and/or external communications and documents considered an asset (e.g., social media, policy manuals, newsletters, handbooks, legal documents, forms/templates, blogs, training/reference materials, technical documents, webinars, etc.).
  + Experience working at a post-secondary education institution considered an asset.
  + Experience working in a comparable client-focused environment considered an asset
  + Experience working in a non-profit office considered an asset.
  + Experience working with diverse populations/equity deserving groups considered an asset.
  + Knowledge of relationship building, fundraising and stewardship considered an asset.
  + Knowledge of relevant laws, regulations, policies, standards and/or guidelines considered an asset.
  + Previous experience building relationships with donors considered an asset.

**Required Licenses and Certifications**

* G Driver's License required.
* Valid Passport with no travel restrictions is required.
* Satisfactory Criminal Records Check required.
  + Consideration may be given to an equivalent combination of education and experience.

**Applications, including a cover letter and resume, must be received by 11:59pm EST on May 14, 2025.**

To apply for these grade 9 (salary range $72,485 - $89,941), permanent continuing appointments, visit <https://queensu.njoyn.com/cl4/xweb/xweb.asp?tbtoken=ZllaShNRDVB2YS4lLkAuJF4ERlBRE09Kcm1QaVUoclxMIS4ID3kpWEtpLUdpdREELiUuQC4kXjUYGhJWQXJjF3U%3D&chk=ZVpaShM%3D&clid=74827&Page=JobDetails&Jobid=J0425-0625&BRID=409369&lang=1>.

*The Office of Advancement at Queen’s is committed to embodying the principles of Indigenization, Equity, Diversity, Inclusion, Accessibility and Anti-Racism (I-EDIAA). As an employer, we value equitable opportunities and are working to nurture a culture of inclusion and belonging for all. Additionally, we encourage candidates from equity-deserving groups and those with lived experience of marginalization and oppression (including Indigenous, Black and People of Colour, Women, 2SLGBTQIA+ and Persons with disabilities) to apply. For more information, visit our Human Rights and Equity Office Website: http://www.queensu.ca/hreo.*

*The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). We seek to provide an inclusive and barrier-free work environment, beginning with the recruitment process and provide accommodations as needed for applicants with disabilities. If you require an accommodation throughout any stage of the recruitment process, please email advhr@queensu.ca.*