

Senior Development Officer, Leadership and Planned Giving

Link to apply: <https://jobs.utoronto.ca/job/Toronto-Senior-Development-Officer%2C-Leadership-and-Planned-Giving-ON/583976517/>

Date Posted: 08/26/2024

Req ID: 39461

Faculty/Division: University of Toronto Scarborough

Department: UTSC: Development & Alumni Relations

Campus: University of Toronto Scarborough (UTSC)

Position Number: 00047978

Description:

About us:

The University of Toronto Scarborough is a place of energy, enthusiasm and passion. Our commitment to inclusive excellence attracts the brightest learners, scholars and employees from around the globe. Our success has been made possible by the opportunity given to us by our Indigenous hosts to operate on their territory, and we cherish our continuing partnerships with these communities. The University of Toronto Scarborough is an exciting campus with unlimited potential. Join us on our journey.

Leading the fundraising and alumni relations activities for University of Toronto Scarborough, the Development & Alumni Relations Office (DARO) supports the campus and over 65,000 alumni. At this time, UTSC is undertaking an ambitious strategic plan with an approach of inspiring inclusive excellence. As we prepare for our next big challenge, DARO seeks an experienced, detail-oriented individual who exemplifies a customer-oriented, hospitality-focused approach to stakeholders.

This search aligns with the University's commitment to strategically and proactively promote diversity among our community members ([Statement on Equity, Diversity & Excellence](#)). Recognizing that Black, Indigenous, and other Racialized communities have experienced inequities that have developed historically and are ongoing, we strongly welcome and encourage candidates from those communities to apply.

Your opportunity:

The Senior Development Officer (SDO), Leadership and Planned Giving is part of a team working under the general direction of the Director of Development. The incumbent will mainly be responsible for the fundraising of various projects across the campus through tailored solicitation programs. The incumbent identifies, cultivates and solicits donors at the Leadership Giving level (gifts of \$1,000 to \$50,000) and for

planned gifts. The incumbent is responsible for developing tailored strategies to identify and gain/enhance the interest and involvement of individuals, corporations, foundations and associations who directly or through other sources, are capable of making gifts at this level. The incumbent will also assist in the development and growth of the planned giving program. The incumbent contributes to the strategy, develops tailored fundraising asks and ensures proper stewardship takes place following a gift to maintain the donor's involvement, interest and support. The active involvement of faculty members at the University of Toronto Scarborough, senior volunteers and the university community is essential to the overall success of such a program.

Your responsibilities will include:

- Assessing needs and contributing to the development and implementation of plans for prospect identification, cultivation, solicitation and recognition
- Developing tailored fundraising initiatives for leadership and planned giving that support strategic initiatives
- Identifying, evaluating and recommending the necessary steps to bring the prospect closer to making a major financial commitment to the University
- Developing marketing/communications strategies that support fundraising campaigns and programs
- Analyzing the impact of stewardship programming on fundraising initiatives
- Cultivating and soliciting current and prospective gift donors through tailored stewardship programs
- Developing and implementing donor engagement plans that support strategic objectives
- Writing briefing notes, solicitation plans and call reports to track donor interaction

Essential Qualifications:

- Bachelor's Degree or acceptable combination of equivalent experience.
- Minimum five years of related experience in a fundraising role with a proven track record of success.
- Demonstrated leadership annual giving experience (gifts of \$1,000 to \$50,000) and/or planned giving development experience.
- Demonstrated success in building collaborative relationships with internal and external stakeholders.
- Exceptional inter-personal and communications (written and verbal) skills.
- Strong computer skills with experience in Microsoft Office (Excel, Word, PowerPoint, Outlook), email and Internet.
- Experience working with Arbor or a similar database management system.
- Strong organizational and analytical skills.
- Evidence of leadership, initiative, and creativity.

- Ability to exercise sound judgment, tact, diplomacy, discretion, and confidentiality.
- Must be able to multi-task and meet deadlines; and exercise accuracy and attention to detail.
- Applicants are also expected to show evidence of a commitment to equity, diversity, inclusion, and the promotion of a respectful and collegial learning and working environment.

Assets (Nonessential):

- Previous experience working in a post-secondary or not for profit organization is an asset.
- Experience and knowledge of planned giving programs and types of current/deferred gifts of assets and related vehicles; or a strong interest in learning and professional development.
- Experience working with senior level volunteers considered an asset.
- Access to vehicle is an asset.

To be successful in this role you will be:

- Accountable
- Communicator
- Efficient
- Goal oriented
- Multi-tasker
- Resourceful
- Team player

Notes:

- This is a **one-year term** position.
- A copy of the full job description is available upon request from the [UTSC HR Office](#).
- This role is currently eligible for a hybrid work arrangement, pursuant to University policies and guidelines, including but not limited to the University of Toronto's [Alternative Work Arrangements Guideline](#).

Closing Date: 09/16/2024, 11:59PM ET
Employee Group: USW

Appointment Type: Budget - Term

Schedule:

Pay Scale Group & Hiring Zone:

USW Pay Band 15 -- \$95,627. with an annual step progression to a maximum of \$122,290. Pay scale and job class assignment is subject to determination pursuant to the Job Evaluation/Pay Equity Maintenance Protocol.

Job Category: Administrative / Managerial

Lived Experience Statement

Candidates who are members of Indigenous, Black, racialized and 2SLGBTQ+ communities, persons with disabilities, and other equity deserving groups are encouraged to apply, and their lived experience shall be taken into consideration as applicable to the posted position.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Diversity Statement

The University of Toronto embraces Diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.

As part of your application, you will be asked to complete a brief Diversity Survey. This survey is voluntary. Any information directly related to you is confidential and cannot be accessed by search committees or human resources staff. Results will be aggregated for institutional planning purposes. For more information, please see <http://uoft.me/UP>.

Accessibility Statement

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.

If you require any accommodations at any point during the application and hiring process, please contact uoft.careers@utoronto.ca.