**Senior Development Manager – Lang**

**Temporary, full-time ( 02/16/2025 - 08/21/2026 )**

**Guelph, CA, N1G 2W1**

Reporting to the Director, Major Gift Advancement, the Senior Development Manager is responsible for major gift fundraising (contributions of $25,000 or greater and planned gifts) to support the fundraising priorities of the Gordon S. Lang School of Business and Economics. The Senior Development Manager is expected to personally generate a minimum of $1 million in new major gifts and pledges annually and works to advance priorities with alumni, corporations, grateful clients, and other friends of the University.

**Your key responsibilities will include:**

* Identifying, cultivating, soliciting, and stewarding donors and prospects through the fundraising cycle.
* Maintaining a robust pipeline of 60-80 donors/prospects and undertaking 10-15 meetings per month with donors/prospects.
* Preparing briefing materials to support the participation of senior administration in fundraising activity.
* Collaborating with the Director, the Dean, and other internal partners to advance donor relationships as well as to identify university priorities that will resonate with donors including scholarships, faculty/program support, and capital projects.
* Creating and presenting materials to advance fundraising asks such as generic cases for support and customized proposals.
* Negotiating the closure of major and planned gifts, including the creation of gift agreements and other supporting documentation.

We believe that fundraising is a team sport, and collaboration with colleagues across the board is essential for success. Working in tandem with senior development managers in other colleges is highly encouraged.

**Qualifications**

* Undergraduate degree, with preference given to demonstrated commitment to professional development, graduate degree, relevant diploma or equivalent combination of education/experience.
* A minimum of five (5) years of fundraising experience, with a preference for a major gift fundraising track record in a higher education setting, or equivalent experience in a related field.
* Certified Fund-Raising Executive (CFRE) designation an asset.
* Experience working with senior volunteers.
* The ability to think and act quickly and effectively under pressure, exercising tact, diplomacy, discretion, and good judgment.
* A proven ability to interact effectively with senior executives in the corporate community.
* Management of large and complex fundraising projects, especially capital campaigns.
* Superior written and interpersonal communications skills, including effective relationship building and experience in managing senior volunteers. Proficient use of Microsoft Office Suite and donor databases and/or CRM systems.

**NOTE**: The University has adopted a policy relative to [flexible work arrangements](https://www.uoguelph.ca/hr/staff-faculty-hr-policies-all-employees/520-flexible-work-arrangements-%28non-academic-staff%29). This appointment is regularly performed on campus but is eligible for a flexible work arrangement under the terms of this policy.

*The University of Guelph (*[*www.uoguelph.ca*](https://www.uoguelph.ca/)*) is one of Canada’s leading research-intensive comprehensive institutions, with a record of outstanding scholarship in the arts, humanities, social sciences, life sciences, physical and engineering sciences, agriculture, and veterinary sciences. This is your chance to join us in our endeavor to improve life.*

To view a detailed posting for the role of Senior Development Manager – Lang, please go to our website at [**https://careers.uoguelph.ca/**](https://careers.uoguelph.ca/).

**At the University of Guelph, fostering a** [**culture of inclusion**](https://www.uoguelph.ca/diversity-human-rights/sites/uoguelph.ca.dhr/files/public/Inclusion%20Framework%20Endorsed%20April%202017.pdf) **is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.**