



## George Brown College Foundation

### Senior Development Officer, Major Gifts

<b>Position Type:</b>	Permanent, full-time
<b>Date Ad Posted:</b>	February 12, 2020
<b>Position Title:</b>	Senior Development Officer, Major Gifts
<b>Salary:</b>	\$65,000 - \$80,000
<b>Application Deadline:</b>	March 12, 2020
<b>Reports to:</b>	President, George Brown College Foundation

The George Brown College Foundation is a separately incorporated registered charity that serves as the primary fundraising vehicle for George Brown College. Established in 1984, the mission of the Foundation is to support George Brown College (GBC) commitment to excellence in teaching, applied learning and innovation, as well as its commitment to access, diversity and mutual respect. Together with our donors, we work to ensure that no student is denied a post-secondary education at George Brown College because of financial constraints.

#### **Summary of the Position:**

The Senior Development Officer (SDO) is a highly effective professional fundraiser with experience, knowledge and understanding of higher education, specifically the Ontario College Sector preferred. The SDO will be part of the Foundation team and will be tasked with the responsibility to identify, cultivate, solicit and steward major gifts (\$50,000+) and sponsorships. The SDO will ensure proper stewardship takes place following a gift to maintain the donor's involvement, interest and support. The active involvement of key members of the College community and volunteers is essential to the overall success of the Major Gift program. The SDO will be directly involved in the training of volunteers in cultivation and solicitation activities. The SDO will also be responsible for prospecting and making solicitation calls both independently and as part of a team and managing special fundraising projects.

#### **Duties:**

- Works with the Foundation team to support George Brown College's \$60 million Success at Work Campaign including the expansion of the Arts and Design faculty, the state-of-the-art waterfront health sciences campus, capital expansion, scholarships and programming needs.

- Work closely with the President to establish solicitation priorities for corporate and individual donors.
- Develop and maintain personal contact with prospects for leadership and major gifts, and provide opportunities for philanthropic donations including presenting proposals.
- Develop and execute cultivation plans for and weekly visits to key donors and prospects.
- Work with the Foundation team to engage college staff and faculty members in the identification and solicitation of leadership and major giving prospects.
- Maintain and provide timely and accurate weekly reports on donor activity to the President.
- Ensure that requests for information from all major donors and prospects are addressed quickly, accurately and all pertinent information is recorded in Raiser's Edge.
- Work with President, the Director of Development and Communications and all other Foundation team members on goals, objectives and strategic plans for the campaign, including reports, budget plans etc.
- Assist in coordinating events related to leadership and major giving in a professional manner.
- Assist the President with special projects and assignments.
- Other duties as assigned.

**Qualifications:**

**Education:**

- University degree or equivalent combination of education and experience.
- Additional courses and/ or certification in fundraising is preferred.
- Knowledge and understanding of fundraising are highly desirable.
- General knowledge and appreciation of the Ontario College post- secondary education system preferred.

**Experience:**

- Five years of direct involvement in fundraising or partnership development role with a proven track record of success.
- Demonstrated major gift / partnership development experience.
- Knowledge and understanding of the higher education system, particularly the Ontario College sector are an asset.
- Broad knowledge of the principles of fundraising is required and is able to participate in all aspects of the gift cycle.

- Successful experience in making cold calls as well as developing cultivation and solicitation strategies.
- Results-oriented, dynamic and enthusiastic individual with demonstrated relationship building skills as well as a proven ability to “close the gift”.
- Ability to anticipate unforeseen circumstances and formulate appropriate responses in alignment with institutional priorities.
- A strategic thinker who has the ability to align major donor strategy with the Foundation and College’s strategic plan and growth initiatives.

**Skills:**

- Exceptional interpersonal and communication skills, tact and diplomacy.
- Strong organizational and analytical skills, attention to detail.
- Evidence of leadership, initiative and excellent follow-through.
- Strong MS Office, database and spread sheet programs skills, experience with Raiser Edge or related system proficiency with email and Internet applications.
- Demonstrated ability to meet deadlines and to work in a results oriented environment.
- General knowledge and appreciation of the Ontario College post- secondary education system preferred.

**Other:**

- An appreciation for higher education fundraising an asset
- A highly self-motivated and self-directed individual who delivers on commitments
- Must adhere to the highest ethical standards, demonstrate an empathetic disposition and perseverance, and convey sensitivity to the needs of donors.
- Outstanding ability to work effectively in teams of diverse people and skills.
- Excellent customer service skills.
- Exceptional written communications skills; proven proposal and presentation skills.
- Excellent planning & prioritizing to achieve specific goals and deadlines.
- Excellent presentation and interpersonal skills.
- Ability to travel and work evenings and weekends as required to attend fundraising events and donor meetings.

Candidates may be asked to provide samples of their work, in addition to making a formal presentation before the hiring committee. Candidates may be asked to complete a candidate assessment profile as a part of the interview process.

The Foundation requires proof of degrees, credentials or equivalencies from accredited regional or federal post-secondary institutions and/or their foreign equivalents. Credentials may require validation at the time of interviews.

**To APPLY:**

**Please send covering letter and resume in one pdf document via email or fax before March 12, 2020.**

Attention: GBC Foundation Hiring Committee

Email address: [gbc.foundation@georgebrown.ca](mailto:gbc.foundation@georgebrown.ca)

Fax: 416-415-5011

The Foundation wishes to thank all for their interest, however, only candidates selected for an interview will be contacted.

For additional information, please visit [George Brown College Foundation](#).