



**Development Officer
Queen's University, Athletics and Recreation**

Competition #: J1219-0256
Appointment Terms: Continuing appointment
Closing Date: January 12, 2020

For additional information or to apply for the position, please [click here](#)

About Queen's University

Queen's University is the Canadian research intensive university with a transformative student learning experience. Here the employment experience is as diverse as it is interesting. We have opportunities in multiple areas of globally recognized research, faculty administration, engineering & construction, athletics & recreation, power generation, corporate shared services and many more.

We are committed to employment equity and diversity in the workplace and welcome applications from individuals from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with disability, persons who identify in the LGBTQ+ community and other who reflect the diversity of Canadian Society.

Come work with us!

JOB SUMMARY:

Reporting to the Director of Advancement, Athletics & Recreation ("Director), the Development Officer, Athletics & Recreation brings strategic experience gained from working in a progressive fundraising and volunteer driven environment to support philanthropic and institutional development activities that serve to maximize donor support for the Department of Athletics & Recreation (A&R).

Working closely with the Director, the incumbent formulates and implements strategies compatible with a very diverse fundraising environment. This includes accountability to Athletics & Recreation ("A&R") and the Department of Development - Office of Advancement ("Development Office"). The incumbent will have the key responsibility of identifying, evaluating, cultivating, soliciting and stewarding a diverse portfolio of accounts and donor relationships at the annual and leadership giving levels including multi-year pledges.

In collaboration with the Director, the incumbent builds deeper alumni and student engagement through the development, execution and evaluation of annual and leadership

giving programs. The incumbent works closely with targeted teams and clubs, their booster clubs and other affinity groups to support alumni and student-athlete engagement initiatives, through A&R's annual giving, leadership and major giving programs. The incumbent is responsible for meeting with prospects and donors, developing strategies for engagement, solicitation and stewardship and, assisting the Coordinator, Communication and Donor Engagement with planning reunions, engagement events and special events.

The schedule for this position requires the incumbent to work flexible hours, including evenings and weekends according to program or area needs.

KEY RESPONSIBILITIES:

- Serves as a liaison between A&R personnel and donors, volunteers, coaches to execute the communication, engagement and fundraising goals and strategies which map upon the strategic directions, needs and top priorities.
- In consultation with A&R and the staff of the Development Office, develops and implements all aspects of A&R's annual and leadership giving programs, including goals and strategies, with precise deadlines, to maximize private funding for departmental priorities and to coincide with the goals of the university, A&R, and the Development Office.
- Collaborates with the Director, A&R staff, and the Development Office on a regular basis to develop/refine objectives, discuss strategies for meeting objectives and to execute annual plans, and to resolve complex problems encountered in implementing plans. Provides regular status reports to the Director, A&R, volunteers, donors and the Development Office
- Within established guidelines, identifies, evaluates, cultivates, solicits and stewards appropriate prospective donors (which include individuals, corporations and foundations); maintains contact with donors, prospective donors and volunteers through written, telephone and personal communication; submits a proposal for prospect clearance before assigning donors to a project.
- Participates in the annual planning of varsity clubs, teams with booster clubs, and works closely with them in executing the tactics outlined in their plans.
- Identifies, recruits, trains, and manages volunteers, and coaches to assist with alumni communication, engagement and fundraising efforts as needed.
- Participates in the identification, and delivery of key fundraising events, and provides expertise and support to enhance these key opportunities through goal setting, public relations and logistical planning. Works with the A&R Development and Staff to stage a variety of events, both on and off campus. Works with teams/departments in writing case statements, donor proposals and briefing notes in support of key solicitation opportunities. Assists with pre/post visit planning and follow-up including updating all contact and solicitation activity on the Ellucian Advance web database.

- Assists with the planning and execution of marketing and communications projects through research, writing, and editing content that raises awareness, image and reputation of A&R to maximize philanthropic and volunteer support. Projects may include departmental donor stewardship materials, alumni profiles, speaking notes and other materials as needed.
- Develops and executes with the Director a long-range plan and short-term strategies to maximize alumni engagement to support our athletic and recreation programs.
- Serves as a liaison between various units, individuals, and groups to determine the appropriate processes for supporting ongoing and new annual and leadership giving fundraising initiatives in the department. Makes recommendations for improvements to these initiatives based on feedback from clients and stakeholders associated with process outcomes.
- Represents the university, A&R, and the Office of Advancement to external audiences, including alumni, donors, volunteers, members of Queen`s faculty and staff, and other friends, community and professional organizations, meetings and conferences.
- At the request of the Director, represents A&R on applicable committees, working groups or task forces.
- Values individual differences. Deals effectively with persons of all races, nationalities, cultures, ages and genders, as well as persons of different sexual orientations and those with disabilities, such that their own and others` contributions are maximized.
- Undertakes other duties as required in support of the unit and/or department.

REQUIRED QUALIFICATIONS:

- Undergraduate university degree.
- Minimum three years of relevant, successful experience in fundraising and volunteer management, preferably in a university setting, sporting or comparable client-focused environment.
- Knowledge of the sport or recreation sector and/or university environment, demonstrated experience and understanding of the components of an effective fundraising operation including campaign fundraising, major and principal giving, annual and leadership giving, and gift planning.
- Proven experience writing and editing in a variety of formats.
- Proven successful experience in the identification, evaluation, cultivation, stewardship and face-to-face solicitation of gifts; preferably in an educational and/or athletic environment.
- Experience building alumni engagement programs.
- Experience working with a diverse group of volunteers and coaches to achieve shared priorities.
- Experience in program analysis, tracking and reporting results.

- Working towards or possess a professional fundraising certification considered an asset.
- Proven “hands-on” experience in project management in a related field considered an asset.
- Knowledge of the Canadian philanthropic environment and supporting legislation; understanding of philanthropic trends in the higher education sector.
- Valid G-Class driver’s license and ability to travel internationally considered an asset.
- Satisfactory Criminal Record Check and Vulnerable Sector Check required.
- Consideration may be given to an equivalent combination of education and experience.

SPECIAL SKILLS:

- Commitment and passion to further developing the sport & recreation sector and/or university sport environment.
- Ability to knowledgeably and enthusiastically communicate the value of sport, recreation and physical health and wellbeing.
- Ability to work effectively and build relationships across multiple departments and portfolios within the university.
- An innovative, creative and strategic thinker; highly motivated and results-driven; works well in a complex, decentralized, deadline-driven environment.
- Ability to fulfill the needs of the department while working as a team to ensure that the best interests of the University are served.
- Familiarity with fundraising and related activities in a sport environment, involving sport properties.
- Proven ability to recruit, engage, work with and cultivate the support of volunteers and coaches in fundraising priorities and activities.
- Well-developed oral and written communication and presentation skills.
- Exceptional interpersonal skills in order to interact effectively with a variety of individuals at junior and senior levels within Queen’s and those in organizations external to the university.
- Good judgment skills gained from a solid track record of involvement in organizational team environments and project management.
- An understanding of the major issues that impact upon the reputation of Queen’s and its learning environment.
- Sensitivity to Queen’s unique student environment; ability to foster the highest standards of integrity, athletic excellence and academic success.
- Well-developed analytical and computer skills necessary to compile and analyze large amounts of information and apply it effectively in operational requirements.
- Ability to provide and analyze large amounts of data on prospects and donors.

- Strong attention to detail and accuracy, with an appreciation for the implications of errors for the university, the Department of A&R, and Office of Advancement with respect to relationship building and credibility.
- Proficiency using Microsoft Office products and the ability to acquire proficiency with Ellucian Advance Web, Tableau and other data visualization applications, and Internet tools for data and statistical analysis.

DECISION MAKING:

- Determine when it is appropriate to involve the Director, senior administrators, coaches, volunteers and staff in fundraising initiatives to take advantage of their expertise.
- Recognize when to refer donor/inquiries to other staff members in Development or other units.
- Determine the most effective strategy for maximizing gift revenues from a variety of audiences.
- Determine when to call on other staff in A&R and Development to determine strategies and to resolve disputes.
- Make recommendations on fundraising approaches based on sound fundraising principles and the best interests of the university.
- Assess the interests and needs of prospective donors, and match them to the strategic needs of the university.
- Decide how best to coordinate time and effort between various projects. Assess and evaluate work levels in order to determine the progress of various projects and decide whether work levels need to be adjusted.
- Delegate work to appropriate support staff when necessary.