



**George Brown College Foundation**

**Senior Development Officer, Major Gifts**

Position Type: Permanent full-time  
Date Ad Posted: January 11<sup>th</sup>, 2024  
Position Title: Senior Development Officer, Major Gifts  
Salary: Under review  
Application Deadline: Monday, January 22<sup>nd</sup>, 2024

**Reports to:** Executive Director

**About the 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) and its 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:**

Reporting to the Executive Director, the Senior Development Officer (SDO) is a highly effective professional fundraiser with experience, knowledge and understanding of higher education specifically the Ontario College Sector. The SDO will be part of the Foundation team and will be tasked with the responsibility to identify, cultivate, solicit, and steward major gifts (\$25,000+), 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:**

- Work with the Foundation team to establish solicitation priorities for corporate, and individual donors.
- Contribute to the Executive Director's development of a strategic fundraising plan with specific, ambitious and achievable goals particular to a major gifts strategy, and implement that plan with the current Foundation staff, and Foundation resources.
- Work alongside the Advancement team to build and maintain a steady pipeline of donor prospects with new lead generation happening annually.
- 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 weekly visits to key donors and prospects.
- Work with the Advancement team to engage college staff, faculty members, and alumni in the identification and solicitation of leadership and major giving prospects and to foster a culture of philanthropy within GBC's extended community.
- Maintain and provide timely and accurate reports on donor activity to the Executive Director.
- 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 Executive Director and the Director of Development & Operations, 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 Executive Director with special projects and assignments.
- Carry out other duties as determined by the Foundation.

**Qualifications:**

**Education:**

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



#### Experience:

- Five years + involvement in direct fundraising or partnership development role with a proven track record of success, demonstrated major gift / partnership development experience.
- Knowledge and understanding of higher education and the College system.
- Broad knowledge of the principles of fundraising – able to participate in all aspects of the gift cycle
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies
- This role requires a 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
- A strategic thinker with 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's Edge or related system proficiency with email and Internet applications.
- Demonstrated ability to meet deadlines and to work in a results-oriented environment.
- 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 both independently and in diverse teams.
- Exceptional written and oral communication skills; proven proposal and presentation skills.
- Excellent planning & prioritizing to achieve specific goals and deadlines.
- Ability to travel and work evenings and weekends as required to attend fundraising events and donor meetings.

Candidates will be asked to provide writing 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 during 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 before TBC to:**

Alicia Golfetto Executive Assistant at [alicia.golfetto@georgebrown.ca](mailto:alicia.golfetto@georgebrown.ca)

The Foundation wishes to thank all for their interest; however, only candidates selected for an interview will be contacted. The George Brown College Foundation is committed to creating and sustaining an equitable and inclusive working environment. We encourage and actively seek applications from Indigenous, Black, racialized people, visible minorities, 2SLGBTQIA+ persons, all genders, and persons with disabilities. The George Brown College Foundation is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and we will work with applicants requesting accommodation at any stage of the hiring process. Candidates who require accommodation in the interview process may contact the Foundation office at [gbc.foundation@georgebrown.ca](mailto:gbc.foundation@georgebrown.ca) and all information received will be addressed confidentially.

**For additional information on George Brown College Foundation, please visit our website at [www.georgebrown.ca/foundation](http://www.georgebrown.ca/foundation).**