



## George Brown College Foundation

### Development Officer, Grants, and Donor Relations

**Position Type:** Permanent Full-Time

**Date Ad Posted:** November 14<sup>th</sup>, 2024

**Position Title:** Development Officer, Grants and Donor Relations

**Application Deadline:** November 29<sup>th</sup>, 2024

**Reports to:** Director, Development and Operations

The George Brown College Foundation (GBCF) is a separately incorporated registered charity that serves as the primary fundraising vehicle for George Brown College (GBC). Established in 1984 the mission of the Foundation is to support George Brown College 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:

The Development Officer, Grants, and Donor Relations will report to the Director of Development and Operations and is an integral member of the Foundation team. In collaboration with the GBCF team, the incumbent will design, document, implement, and refine the GBCF's grants management processes, practices, and systems. As well, this position will advise leadership on all aspects of grant management, and ensure specific goals, plans, and initiatives are executed/delivered in support of GBCF's objectives and in compliance with regulations, internal policies, and procedures. The incumbent will also manage a portfolio of donors and support the corporate and individual donor renewals process.

#### Duties:

- Work with applicants, grant recipients, partners, and the GBCF team to design, document, implement, and refine grant-making policies, approval processes, workflow, and systems.
- Manage grantee relationships from inception to activation and/or exit, including embedding accountability measures.
- Manage existing grantees and continually evaluate impact and effectiveness, making recommendations relating to funding adjustments for grant-holders.
- Evaluate letters of Intent, funding proposals and conduct due diligence, including interviews, site visits, and review of budgets and financial information.
- Participate in strategic planning, including researching and keeping abreast of sector trends, exemplary programs, and best practices in the Foundation's major program areas.



- Represent GBCF at events as needed and/or prepare GBCF representative with briefing documents.
- Manage the day-to-day operations of the GBCF, including overseeing grant administration and ensuring compliance with all policies as well as legal and contractual obligations.
- Contribute to annual granting forecasting and grants budget planning process and adhere to the budget mandate.
- Manage a portfolio of corporate and individual donors
- Support the GBCF team with all donor renewals
- Other duties as assigned by Executive Director and Director, Development and Operations

### **Qualifications:**

#### Education:

- University degree or equivalent combination of education and experience.
- Experience securing grants and managing foundation/donor relations
- Knowledge and understanding of fundraising are highly desirable.
- General knowledge and appreciation of the Ontario College post- secondary education system preferred.

#### Experience:

- Three years+ experience managing grants process and securing grants for not for profit
- Three 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:

- Superior writing 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 systems, proficiency with email and Internet applications.
- Demonstrated ability to meet deadlines and to work in a results-oriented environment.

Other:

- 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.
- High-level 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.
- Ability to work as part of a team in a diverse, complex work environment.

Candidates may 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 a cover letter and resume in one pdf document via email to Samantha Walker at [Samantha.walker@georgebrown.ca](mailto:Samantha.walker@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).**