



George Brown College Foundation

Position Title: Development Officer
Position Type: Permanent full-time
Date Ad. Posted: June 5th, 2024
Application Deadline: June 20th, 2024
Reports to: Director of Development and Operations

Main Functions:

The Development Officer is responsible is required to lead initiatives to support annual, alumni and online giving at the George Brown College Foundation. The Development Officer works to gain and build unrestricted support for the Annual Fund by providing strategic approaches to donor fundraising including, but not limited to, online donation and direct mail modules. The Development Officer works with all College academic divisions to provide support, guidance, and leadership on the development and renewal of awards and scholarships. The incumbent reports directly to the Director of Development and Operations and takes a hands-on approach to implementing these duties and other Foundation initiatives.

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 Foundation's mission is to support George Brown College and its commitment to excellence in teaching, applied learning and innovation, and 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.

Duties:

Planning and Reporting:

- Develop an annual giving strategy plan in collaboration with the Director of Development and Operations with respect to annual and online giving
- Prepare gift agreements and maintain the gift agreement tracking process with Director, Development and Operations
- Set annual targets to realize year-over-year increases (with associated annual budgets) to support overall business planning
- Prepare and present quarterly reporting and analysis of annual giving campaigns including, but not limited to, the Chancellor's Circle, Alumni Giving, Family Campaign
- Conduct and analyze research to identify trends to inform relevant decision making

Responsibilities:

- Manage a portfolio of annual donors with giving levels \$1,000 + and strategically identify leadership prospects within the portfolio to move through the annual giving pipeline to the next giving level

- Collaborate with other departments and divisions (e.g., Alumni Relations, Centre for Business) to design, identify, cultivate, and solicit alumni as a strategy to develop annual funds
 - Plan and execute annual campaigns (eg. Holiday, Giving Tuesday) to promote year-over-year growth. Responsibilities include, but are not limited to, development of fundraising strategies, activities, and communication materials in collaboration with the Senior Development Officers and Director of Development and Operations
 - Assist with the production and distribution of the annual financial reports for endowment and expendable fund donors inclusive of meeting with donors and preparation of folders for donor managers
 - Create, manage and maintain multiple online donation pages in compliance with AODA standards; stay informed of technological advances and product development to ensure that George Brown College Foundation's online giving vehicles remain relevant
 - Maintain online infrastructure for additional programs as needed, i.e. matching gift search software or e-blast capabilities
 - Support the Foundation Executive Director and the Manager of Finance with database entry, donor communications and stewardship as needed
 - Update donor/prospect information into Raiser's Edge in accordance with established standards for Raiser's Edge usage
 - Support administrative and other duties as required
-

Employment Requirements:

- Post-secondary degree or diploma in a related field or equivalent combination of education and experience
 - 2+ years of experience in related roles, including but are not limited to fundraising for higher education and/or other nonprofits, client relations, marketing and communications.
 - Exceptional oral and written communication skills with specific talent in negotiations, group presentations and public speaking.
 - Strategic thinker, attention to detail and strong program management skills to execute a timetable of activities
 - Personal qualities of integrity, credibility, and dedication to the mission of the Foundation
 - Demonstrated ability to successfully plan and implement strategic annual giving plans and knowledge of giving vehicles
 - Demonstrated ability to efficiently organize and manage a diverse range of assignments while meeting multiple deadlines, while exhibiting thorough attention to all details and consistent follow-through
 - Demonstrated creative and innovative teamwork with excellent problem-solving skills, strategic aptitude and sound judgement
 - Resourceful and independent while remaining comfortable working within the framework of a team-oriented environment
 - A flexible schedule that can accommodate after-hours events and meetings
 - Familiarity with Raiser's Edge is an asset
-

Please combine your cover letter and resume and send as one attachment to ali.talpur@georgebrown.ca. Only those applicants selected to be interviewed will be contacted. The George Brown College

Foundation is an equal opportunity employer. For more information, visit <https://www.georgebrown.ca/employment/opportunities/foundation/>.