Development Officer

McMaster University has been recognized as one of the world’s top 100 Universities. In our teaching, research, and scholarship, we are committed to creativity, innovation, and excellence. We value integrity, quality, and teamwork in everything we do. We inspire critical thinking, personal growth, and a passion for learning. We also serve the social, cultural, and economic needs of our community and society.

McMaster University houses one of North America’s leading research libraries. The system is comprised of three physical libraries (Mills Memorial Library (humanities and social sciences); H.G. Thode Library (science and engineering); and the Innis Library (business). The University Library is home to the world-renowned William Ready Division of Archives and Research Collections as well the newly-opened Lewis & Ruth Sherman Centre for Digital Scholarship. The University Library aims high, aspiring as it does to become Canada’s most innovative, user-centred academic library. Through its many programs, the University Library advances teaching, learning and research at McMaster by: teaching students to be successful, ethical information seekers; facilitating access to information resources; providing welcoming spaces for intellectual discovery; and promoting the innovative adoption of emerging learning technologies.

The University Advancement division of McMaster University encompasses the Office of Public & Government Relations, Development, Alumni Advancement, Stewardship & Donor Relations and Advancement Services; areas that coordinate their activities and work as a team to educate, involve and secure support from alumni and other friends. It is our values that help us to achieve our vision and mission; they are Integrity, Quality, Respect, Service, Strategy and Teamwork.

McMaster’s Advancement team is an award-winning group who values integration and respect for individual expertise combined with a collective will to achieve ambitious goals. Our high performing team is an internationally recognized leader that features senior staff with extensive experience in all aspects of Advancement as well as enthusiastic newcomers eager to deploy complementary and relevant skills and make a significant contribution towards the Advancement profession.

This Development Officer will be a member of the Major & Planned Giving team with a specific focus on supporting the activities of the McMaster University Library system, in a limited term capacity, for 24-months.

Job Summary:
To maximize private financial support to McMaster from alumni, individuals, corporations, foundations and other sources. Development Officers will be assigned a portfolio that will be either program based or prospect based. As a key member of the University Advancement team, this position is responsible for making a positive commitment to University Advancement’s mission, vision and values, and principles: Integrity, Quality, Respect, Service, Strategy and Teamwork. Due to the nature of this position some evening and week-end work as well as some travel will be required.

Purpose and Key Functions:

- Develop strategies to identify, cultivate, solicit, and steward donors and potential donors.
- Develop advocacy and support by calling on potential donors and accompanying University leadership and key volunteers on corporate and foundation calls.
- Responsible for meeting financial and visit goals, set on an annual basis.
- Work with Deans and faculty fundraising staff to determine priorities and develop solicitation action plans.
- Maintain a professional and cooperative relationship with donors and other supporters. The Development Officer must have superior interpersonal, communication, both written and verbal, and relationship management skills required to interact with the donor, potential donor and other internal and external supporters which will result in success.
- The Development Officer is also required to display extreme professionalism and must have excellent judgement and decision making abilities, as well as display tact and sensitivity.
- Evaluate gift capacity and donor interest.
- Mediate with donors, and between donors and other University departments to resolve issues arising from changes in University or government policies which have an impact on the donor's original intentions or expectations.
- Write detailed proposals to individuals, foundations, corporations and other potential donors aligning their philanthropic interests with University fundraising priorities.
- Write gift agreements, and stewardship plans geared to accountability, donor recognition and securing ongoing support.
- Write well. Almost every activity in the Development Officer’s portfolio involves producing documents that need to be clear,
precise, and accurate. The Development Officer needs to write persuasively, tactfully and with sensitivity in order to be successful.
- Write a variety of documents, including but not limited to, correspondence, contact reports, and briefing notes.
- Complete annual and long-range business plans for securing financial support, which includes outlining goals and objectives, detailed program strategies, timelines, and budgets.
- Complete statistical analysis, projections, and detailed reports on fundraising goals and performance that may be used to contribute to the development of internal budgets.
- Draft and manage the budget for each program within the Development Officer’s portfolio.
- Complete annual and long-range business plans for securing financial support, which includes outlining goals and objectives, detailed program strategies, timelines, and budgets.
- Complete statistical analysis, projections, and detailed reports on fundraising goals and performance that may be used to contribute to the development of internal budgets.
- Draft and manage the budget for each program within the Development Officer’s portfolio.
- Compile and analyze financial data that is used to contribute to the development of internal budgets and budget forecasts.
- Manage volunteers connected to giving programs. This includes recruitment, orientation, training, recognition and on-going program coordination.
- Coordinate campus visits, contact prospects and participate in other cultivation activities to promote and enhance the University’s fundraising efforts.
- Utilize a sophisticated database to assist in the management of relationships and information.
- Gather and compile information on institutional and faculty fundraising priorities, research, and programs.
- Support visit set up and develop information kits and publications.

Requirements:
Bachelor’s degree in a relevant field of study. A McMaster degree is an asset.
Requires a minimum of 3 years of relevant experience.
Excellent communication skills (both written and verbal) are required.
Superior interpersonal skills.
Experience managing volunteers is required.

Assets:
Your education is coupled with progressive fundraising experience, preferably at the major gift giving capacity. You have demonstrated success in achieving challenging revenue and visit goals. Your interpersonal and relationship building skills are superior. Your approach is donor-centric and you are highly sensitive to the needs of new and current supporters. You have the ability to multi-task and show initiative, tact and diplomacy when working cooperatively with cross-functional teams. You have an appreciation of education, an interest in literature and culture, an intellectual curiosity and comprehensive knowledge of McMaster University.

How To Apply:
To apply for this job, please submit your application online via http://www.workingatmcmaster.ca/careers/index.php by Wednesday, March 25, 2015.

Additional Information:
Should you have difficulty applying online, please email goodbra@mcmaster.ca; the same confidentiality measures will apply.