

Employment Opportunity

Job ID: #SCHII-23-58
Job Title: Senior Development Officer
Department: External Relations
Campus: Simcoe County or Thunder Bay
Status: Full-Time, 36 month contract
Job Category: Non - Union

Date Posted: December 18, 2023
Closing Date: January 3, 2023

Why Lakehead University?

Lakehead University is a dynamic and innovative University located in Thunder Bay, Ontario, with a growing presence in Simcoe County (campus in Orillia). As one of Canada's top research-intensive universities, Lakehead is committed to providing an exceptional educational experience for its students while contributing to the social, cultural, and economic well-being of the communities it serves.

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Your unique ideas will be respected and encouraged. Join our thriving academic community where you can make a real difference through innovation and collaboration.

In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

There is an opportunity for this job to be based out of Thunder Bay or Orillia, with the potential for hybrid in-person and remote work. Read more about the City of Thunder Bay [here](#) and read more about the City of Orillia [here](#).

About this Job

Lakehead University is seeking a highly motivated and organized individual to join our team as the Senior Development Officer in External Relations. The successful candidate will play a crucial role in supporting the team in achieving the University's Campaign goals including an innovative Collaborative Doctor of Veterinary Medicine Program (in partnership with the Ontario

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Veterinary College, Guelph University), University expansion in Simcoe County, Gichi Kendaasiwin (meaning higher knowledge in Ojibway) a bold vision to Indigenize education across both campuses, as well as continuing to ensure equitable education with a strong awards, scholarships and bursary program.

The Senior Development Officer reports directly to the Associate Vice-President, and Campaign Director, External Relations and works with the Vice-President, External Relations, including the Philanthropy, Alumni and Annual Giving, and academic leaders to inspire extraordinary philanthropic giving, through exceptional donor experiences, transformative gifts, and the building of relationships that last a lifetime. As an ambassador for Lakehead University, the Senior Development Officer is an important member of the External Relations Team. This role models a donor centered approach through their actions.

Job Duties

As a Senior Development Officer, the incumbent will work in a senior capacity to assist in leading a Philanthropic program valued at over \$2M annually.

- Lead the Development Officer(s) by modeling strong practices of engagement with prospects and donors that discover donors' passions, explores partnership potential, bridges those who want to make societal impact with those who have the expertise to make it happen.
- Support the development of an integrated philanthropic plan, containing strategies related to individual, corporate and foundation donors, sponsors, and prospects
- Confidently and effectively engage with business, social and community leaders (a portfolio of approximately 50 donors and prospects) to create strong bonds and allegiance to Lakehead University.
- Create and implement an individualized prospect management plan to identify, cultivate, solicit, and steward donors and prospects to contribute to the achievement of fundraising targets.
- Assist in mentoring gift associate(s) and model exceptional philanthropy practices
- Maintain in-depth knowledge of Lakehead University's fundraising priorities.
- Align the University's priorities with donor interests and develop strategies that ensure a strong and sustainable donor pipeline.
- Work collaboratively with internal stakeholders including faculty, staff, and senior volunteers to assist in prospect identification, cultivation, solicitation, and stewardship
- Working with the Campaign Coordinator to prepare and track proposals.
- Prepare call reports, and briefing notes and ensure the donor database is updated in a timeline manner.
- Collaborate with External Relations team members to develop and execute tailored donor recognition and stewardship plans for major donors and sponsors.

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- Assist with preparing and briefing the President, Vice-President External Relations, Associate Vice-President & Campaign Director, and Deans as well as key volunteers for donor and prospect calls, events and visits
- Communicate regularly with other staff members in External Relations to identify opportunities and coordinate activities related to the management of prospects and building the prospect pipeline
- Support the Associate Vice-President in related duties that contribute to the successful operation of major gift fundraising and strategy
- Monitors giving trends and devises ongoing strategies to successfully build strong relations with major and legacy donors.
- Work with donors, including scholarships, bursaries, and awards, to ensure the intent of the gift is captured and honored.
- The SDO works with Development Officers to grow Lakehead University's Legacy Giving program (projected future value of more than \$2M). This oversight includes goal setting, motivating, and inspiring gift officers.
- The incumbent will work with the Donor Experience Manager to develop highly customized stewardship communications, move management strategies to facilitate larger gifts, and coordinate programs that foster positive long-term relationships by keeping donors engaged

Qualifications

Undergraduate degree or equivalent in a related field

- Minimum five (5) years of direct fundraising experience in a higher education or related fundraising environment, or equivalent combination of education and experience
- CFRE considered an asset
- Experience in and a passion for education, including the ability to articulate the many benefits of education to society and communities is an asset
- Knowledge of fundraising principles and practices and related CRA guidelines
- Excellent oral and written communication, presentation, problem-solving, and project management skills
- Proven track record of sound strategic planning and ability to meet revenue targets
- Demonstrated ability to prioritize competing demands and meet deadlines
- Demonstrated ability to work independently and participate collaboratively in a team environment
- Strong computer skills in Microsoft Office applications, especially Outlook, Word and Excel
- Experience working with CRMs (Blackbaud Raisers Edge experience an asset)
- Demonstrated ability to build relationships with both internal and external key stakeholders, including corporate partners and volunteers

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- Demonstrated commitment to the principles of equity and diversity, and experience promoting a respectful work and learning environment for students, staff and faculty. Demonstrated commitment to Truth & Reconciliation is considered an asset.

Working Conditions

- Office environment

What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, CAAT pension plan, and tuition waiver.

Lakehead University has a commitment to supporting employees and providing opportunities for flexible and diverse work arrangements. We are proud to share the [Alternate Work Arrangement Guideline](#) as a step to creating innovative schedules that work for our employees to promote a quality work-life balance.

How to Apply

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in word or PDF format.

If you are experiencing any issues with the Google Form, please email humanres@lakeheadu.ca or assistance.

We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.

Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8334 or human.resources@lakeheadu.ca to make appropriate arrangements