

**Nipissing University  
Position Description**

<b>JOB TITLE:</b>	Development Officer
<b>DEPARTMENT:</b>	Advancement & External Relations
<b>CLASSIFICATION:</b>	Coordinator B
<b>WAGE GRADE:</b>	WG 60
<b>EMPLOYMENT DEFINITION:</b>	Full-time Support Staff
<b>SUPERVISOR:</b>	Manager, Alumni & Advancement
<b>REVISED:</b>	October 2024

**SUMMARY OF FUNCTIONS**

Reporting to the Manager, Alumni & Advancement, the Development Officer plays a critical role on the University Advancement team in the achievement of Nipissing University's current and future financial viability. The Development Officer will identify, cultivate, solicit and steward potential donors and sustain relationships with internal/external stakeholders including individuals, corporations, foundations, and community partners.

Major responsibilities will include building and executing a comprehensive donor relations strategy to steward significant philanthropic gifts from alumni and donors in support of Nipissing University. The Development Officer will collaborate with internal and external stakeholders at the University to ensure that donors are efficiently stewarded, and gift agreements are adhered to, with a goal of deepening the interest and commitment of the University's donors. In addition to stewardship, the Development Officer will collaborate on developing and implementing plans for the cultivation and solicitation of gifts and sponsorship in support of our annual fund.

**DUTIES AND RESPONSIBILITIES:**

**Annual Fund Advancement**

**(40%)**

In collaboration with the advancement team, the Development Officer will be a key player in raising funds for Nipissing University's Annual Fund.

- Contribute to the creation and execution of an annual fundraising plan. This includes prospecting, soliciting, acknowledging, and recognizing donors, as well as formalizing acquisition and retention strategies.
- Prospect, cultivate and sustain an active mid-level giving portfolio of donors.
- In collaboration with relevant stakeholders, assess and revise various sponsorship proposals as necessary.
- Assess projects by goal, objectives, resources required, stakeholders, impact and potential returns.
- Prepare action plans for each project or program in department's overall financial projections.
- Develop strategies, timeframes, case statements for support, supporting marketing materials, and coordinate any associated logistical details for special projects
- Coordinate all correspondence associated with each special project as well as ensuring all associated tools for development, such as thank you letters, are complete
- Incorporate all relevant information into the department's database management system.

## Stewardship

(30%)

This component of the position directly supports the advancement initiatives of the university. The coordination of stewardship at Nipissing University will support the entire advancement team in maintaining and deepening our relationships with Alumni and Donors. The Development Officer will play an active role in engaging with donors and alumni to bring them closer to the mission and long-term goals of the University

- Refine and oversee the stewardship programs and activities designed to communicate the impact and value to donors, while deepening engagement and providing incentive for future giving. This includes collaborating on the creation of donor agreements, recognition systems, and ongoing stewardship plans for major donors and University events
- Oversee Nipissing's Recognition Program which includes recommending and developing new strategies when appropriate
- Prepare briefing notes for relevant parties to support them in acknowledging and stewarding strategic donors.
- Develop, in conjunction with advancement staff, personalized stewardship plans for significant donors to strategically move them along the donor pipeline.

## Donor Communications

(20%)

This position will be responsible for developing, maintaining, and executing a donor communications strategy, in conjunction with the University's Communications Officer and broader Marketing & Communications team, to articulate the role of private sector support in our operations. The communications strategy will focus on how philanthropic support makes a significant impact on campus, while highlighting donors and alumni who make a difference.

- Develop and manage annual communication strategies for donors about the role of private giving in support of Nipissing's priorities. These communications will include report on the impact that individuals have on the University
- Oversee gift acknowledgement letters process, including message, tone, style and policies to determine when acknowledgements are required
- Produce stewardship reports, when required, to demonstrate how the advancement team keeps donors engaged and involved with the university's offerings

## Other

(10%)

- Maintain a current knowledge of charitable tax laws, PIPEDA and Freedom of Information regulations
- Remain updated on technological developments in support of external relations and advancement
- Maintain professional network in support of institutional advancement including the Council for Advancement and Support of Education (CASE), Canadian Council for the Advancement of Education (CCAEE), Association of Fundraising Professionals (AFP)

Any other duties as assigned.

## QUALIFICATIONS:

**Education:** University degree

*Training and/or experience may be substituted for formal academic training at the discretion of the University*

## Training, Experience, Knowledge & Skills Required:

- A minimum of two to three years' experience within charitable, not-for-profit sector in a development function, preferably in a stewardship, fundraising or sponsorships capacity. Specific experience in this role in higher education would be viewed as an additional asset.

- Experience managing numerous projects concurrently
- Demonstrated ability to successfully identify and solicit support through personal visits and various communications; knowledge of giving vehicles.
- Experience with Raisers Edge NXT or other fundraising database
- Demonstrates discretion and judgement in their decisions concerning the sharing of privileged information.
- Knowledge of tax law pertaining to charitable giving especially with specific understanding relating to stewardship, sponsorships, endowments, bequests, life insurance, appreciated assets (securities, strip bonds), real estate, cultural items, etc.
- Strong organizational skills including time and financial management
- Excellent verbal and written communication skills
- Resourceful and independent, with the ability to work within a highly collaborative environment
- Superior interpersonal skills
- Superior training and presentation skills
- Accuracy and attention to detail
- Ability to maintain strict confidentiality
- Creativity in marketing strategies
- Strong computer skills, with preference given to experienced knowledge in database use and management

#### **RELATIONSHIPS/CONTACTS:**

**Supervised by:** Manager, Alumni & Advancement

#### **Internal Contacts:**

- Staff, faculty, students
- Board of Governors
- University committees
- External Relations and Advancement colleagues

#### **External Contacts:**

- Nipissing University alumni, donors and prospects
- Other universities, colleges and private schools
- Corporations, Foundations, Associations
- Vendors
- Volunteers

#### **PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS**

- Visual, mental and listening concentration
- Lifting and carrying
- Ability to work flexible hours periodically, including evenings and weekends to support fundraising and event initiatives
- Occasional travel
- Heavy workload at times, with several conflicting demands

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**I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.**

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Employee Name (please print)

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Date

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Employee (Signature)

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**Approvals**

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Supervisor

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Date

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Human Resources

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Date