



Job Posting: **Senior Development Officer, Annual Giving**  
Department: University Advancement  
Reports to: Associate Director, University Advancement  
Employee Group: OPSEU  
Salary Range: \$45,514 - \$56,891 (under review)  
Hours of Work: 8:30am - 4:00pm  
Education: Undergraduate degree

Reporting to, and under the general direction of the Associate Director, University Advancement, the Senior Development Officer, Annual Giving is responsible for the development and execution of an effective annual giving program. This program will encompass multiple annual campaign projects, including direct mail, online giving (email and social media), phone-a-thon, special events, and class and reunion giving. A key role in the Advancement office, the incumbent will pro-actively test new strategies to ensure the acquisition of new donors as well as retention of the current donor base, and consistently measure program performance through statistical reporting and analysis. Working closely with the Associate Director, University Advancement, the incumbent will assist in identifying and developing Leadership donor opportunities.

Additionally, the incumbent will be a point of contact for many internal and external stakeholders including Advancement staff, Deans, University Principal, prospective and existing donors, sponsors and alumni.

#### **QUALIFICATIONS:**

- Undergraduate degree;
- Additional educational experience in fundraising would be considered an asset;
- Three (3) to five (5) years related work experience, preferably in a post-secondary or educational setting;
- A proven track record in fundraising, specifically related to annual giving;
- Advanced working knowledge of MS Office suite and Raiser's Edge database software;
- Knowledge of fundraising principles and practices;
- Exceptional oral and written communication skills to represent Huron in a professional manner;
- Excellent time management skills and a demonstrated ability to organize and prioritize multiple tasks and competing deadlines in a fast paced environment;
- A strong attention to detail;
- Well-honed interpersonal skills with a proven track record in building relationships with diverse stakeholders;
- Demonstrated motivational and problem solving capabilities with a high degree of integrity, ethics and dedication to the mission of Huron.

Consideration of applications will begin **March 7, 2016**, and continue until position is filled. Letters of application should be submitted in confidence to:

Justin Henry  
Manager, Human Resources  
Huron University College  
1349 Western Road  
London, ON, N6G 1H3  
Fax: 519-438-4309  
[jhenry56@uwo.ca](mailto:jhenry56@uwo.ca)

Huron University College values its place in an interconnected world and desires to reflect this value, acknowledging our responsibility to strive towards a diverse and equitable employment and educational environment that recognizes the inherent worth and dignity of every person. Should you require accommodation in making an application please contact our office. Applications from all qualified individuals are invited; however, Canadian citizens and permanent residents will be given hiring priority. We thank all applicants for their interest, only those selected to proceed in the competition will be contacted.