



*A Record of Success: The King's University in Edmonton is a lively, dynamic and nurturing learning environment. King's learning experience is enhanced by the institution's strong commitment to community service and faculty research. King's offers fully accredited three- and four-year Bachelor degrees in the arts, humanities, social sciences, natural sciences, and commerce, as well as a two-year Bachelor of Education after-degree. King's currently serves over 900 students of all ages from a variety of backgrounds from across Canada and abroad, representing a wide variety of nations.*

## **Development Officer - Planned Giving & Donor Directed Funds**

Full-time, Permanent

### **POSITION SUMMARY**

The Development Officer (Planned Giving & Donor Directed Funds) works closely with the Director and other members of the Development team to: develop and execute strategies to build relationships with prospective donors and expand institutional support; generate gifts in support of institutional fund raising goals from an overall portfolio; manage the donor-funded scholarship and bursary program; lead the creation of Development publications; manage and expand the planned giving program; ensure Development webpages are current and new content is regularly uploaded.

### **KEY RESPONSIBILITIES**

- Cultivate relationships with donors within the context of both King's and the wider community and translate these relationships into increased involvement and investment in King's.
- Manage a donor portfolio of approximately 100 families with activities ranging from identifying and qualifying major donor prospects, cultivating and soliciting major gifts face to face, and completing personalized stewardship.
- Oversee and expand the planned giving program and equip other members of the Development team with the necessary resources to provide planned giving support and advice to donors. Manage a planned giving donor portfolio of approximately 50 families.
- Develop customized strategies and plan approaches for development activities to increase revenue and solicit support for ongoing operating requirements and special projects.
- Provide support for the identification, cultivation, solicitation, and stewardship of gifts from constituents in collaboration with the Director of Development and other Development staff.
- Manage the donor-funded scholarship and bursary program. Organize annual communication with scholarship and bursary donors, develop agreements for new awards, and coordinate with Finance and Student Aid offices to ensure the appropriate and effective use of donor funds.
- Participate as a Development department and/or King's representative on internal and external committees as required and perform other duties as required.
- Travel is required and may include some evenings and weekends.

### **QUALIFICATIONS**

- Commitment to Christian post-secondary education required
- A university degree and/or equivalent combination of education and experience
- Minimum 2 years of experience in advancement related fields such as marketing, recruitment, development, communications, and fundraising strongly preferred
- Strong organizational ability and capacity for details

- Superior oral and written communication and interpersonal skills
- Working knowledge of computer related office tools and database management; experience with Raiser's Edge or a similar constituent tracking database an asset
- Experience with wills, estates and gift planning considered an asset

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A condition of employment is assent to the University's Christian Statement of Faith found at:

<https://www.kingsu.ca/about-us/careers>

Position will remain open until a suitable candidate is found. Forward resumes to:

**Human Resources**

The King's University  
9125-50 Street, Edmonton, Alberta  
T6B 2H3

E-mail: [humanresources@kingsu.ca](mailto:humanresources@kingsu.ca). Visit our web site at [www.kingsu.ca](http://www.kingsu.ca).

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

*The King's University respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.*