



*The King's University offers an exceptional liberal arts education from a Christian perspective. Located in Edmonton, Alberta, King's serves students from across Canada and around the world. Join a dedicated team who have a desire and common mission to see students grow in a dynamic and nurturing Christian environment. People who love working and succeed at King's serve God gladly, work collaboratively, think creatively, and embrace diversity.*

## **Development Officer**

### Full-time, Continuing

#### **POSITION SUMMARY**

Working with the Director and other members of the Development team, the Development Officer acts to develop and execute strategies to build relationships with prospective donors and to expand institutional support. Using a team approach to maximize personal strengths and interests, the successful candidate will contribute towards achieving fund raising goals by generating gifts while contributing to the team's success.

#### **KEY RESPONSIBILITIES**

- Cultivate relationships with donors within the context of King's wider community and translate these relationships into increased involvement and investment in King's.
- Manage a donor portfolio of approximately 120 families with activities ranging from identifying and qualifying major donor prospects, cultivating and soliciting major gifts face to face, and completing personalized stewardship.
- Develop communications to help support the university's fundraising efforts (assist with written, phone, video, email, letter communications as needed).
- Cultivate, solicit, and steward corporate sponsor relationships.
- Travel is required and may include some evenings and weekends.

#### **QUALIFICATIONS**

- Commitment to and understanding of 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 fundraising, marketing, sales, recruitment, or communications 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

---

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

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

The King's University follows a standardized salary grid. The salary range for the position is \$50,000 - \$65,000/yr dependent on qualifications and experience. A comprehensive benefit package, pension, and generous vacation and time off are provided.

Position will remain open until a suitable candidate is found.

**Apply by submitting a resume and cover letter through our online portal at [kingsu.ca/about-us/careers](https://kingsu.ca/about-us/careers).**

#### **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.*