



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 (Annual Giving & Donor Stewardship)

18-month temporary position

Position Summary:

The Development Officer (Annual Giving & Donor Stewardship) 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; assist in the generation of monthly donors; lead the planning and execution of development events; and oversee annual donor stewardship and recognition programs.

Characteristic Duties:

- Responsible for cultivating relationships with donors within the context of both King's and the wider community, and translating these relationships into increased involvement and investment in King's
- Manage a donor portfolio of approximately 125 families with activities ranging from identifying and qualifying major donor prospects, cultivating and soliciting major gifts face to face, and completing personalized stewardship
- Coordinate and contribute to direct mail appeals, e-solicitations, donor visiting, and event planning, along with other annual fundraising activities
- 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
- 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:

- Deep understanding of the mission, ethos and culture of The King's University
- Commitment to Christian post-secondary education required
- Professing Christian able to sign King's Statement of Faith
- A university degree and/or equivalent combination of education
- Minimum 2 years of experience in fund development or another related advancement field 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
- Familiarity with one or more of King's support communities a definite asset

A condition of employment is assent to the University's Christian Statement of Faith found at: <https://www.kingsu.ca/about-us/careers>.

This position will remain open until **Friday, May 3, 2019**. Submit resumes to:

Human Resources
The King's University
9125 – 50 Street, Edmonton, AB T6B 2H3
E-mail: humanresources@kingsu.ca.

Visit our web site at 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.

In accordance with Canadian immigration regulations, this advertisement is addressed first to Canadian citizens and permanent residents. The university encourages all qualified female and male candidates, including visible minorities, to apply.