

Position Title: Development Officer
Company: Saskatchewan Polytechnic



Type: Part-time, Ongoing

Application Deadline: April 15, 2024

Location: Any Sask Polytech Campus, Saskatchewan

Link to Posting: <https://careers.saskpolytech.ca/postings/54659>

Salary Range: \$2,265.46 - \$2,706.04 bi-weekly

Job Description:

The Development Officer manages a portfolio of up to 120 donors and is responsible for establishing and managing effective relationships with major donor prospects and existing donors that generate gifts greater than \$25,000. They will develop and implement gift strategies in support of Saskatchewan Polytechnic priorities using operating/business plans, to ensure the successful identification and qualification of prospective major donors.

The Development Officer is responsible for the design and implementation of cultivation and solicitation strategies and negotiating the appropriate gift stewardship for each prospect/donor. They will solicit prospects and identify and motivate those individuals, organizations, and foundations who can advance Saskatchewan Polytechnic's mission through their charitable giving. Creating submissions to foundations takes sophisticated skills to be able to navigate internal and external stakeholders.

The Development Officer is expected to perform within their performance management metrics which includes performance targets such as prospect identification, engagement, and solicitation to overall financial targets of \$1M.

Qualifications:

- Diploma or Undergraduate Degree AND/OR equivalent experience in related fields such as Business, Marketing, Communications, Social Sciences, etc.
- Five years of experience working in a fundraising position within a donor cycle, identifying, cultivating, and securing gifts from prospects.
- Demonstrated knowledge and understanding of principles for philanthropy, fundraising, planned gift giving, gifts in kind, and bursaries.
- Knowledge of the Canadian philanthropic environment, CRA charitable giving regulations, and available charitable gift vehicles.
- Excellent verbal, written and interpersonal skills.
- Demonstrated problem-solving, research and analytical skills.
- Able to initiate, write, analyze, monitor, evaluate and advance strategic development plans.
- Able to cultivate and nurture sustainable relationships with donors, senior volunteers, institutional and business leaders and across all levels in the organization.
- Intermediate computer skills and proficiency with basic office software, such as MS Office, and the ability to quickly learn function-specific software.
- Demonstrates valuing diversity.



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