

Director of Philanthropy

About MacEwan University

MacEwan University is where caring faculty help people connect their passions to their future paths. Located in the heart of Edmonton's diverse and dynamic downtown community, and on the traditional lands of Treaty 6 First Nations and homelands of the Métis people, MacEwan is known for exceptional undergraduate learning. With its dedication to teaching excellence, informed by scholarly research, innovation, and creative activity, MacEwan provides an exceptional collaborative and supportive learning environment with a commitment to human rights, environmental sustainability, and opportunities for community engagement. We are committed to creating an equitable, diverse, inclusive, and welcoming community for all peoples, cultures, and identities.

Our comprehensive undergraduate university offers 55 programs to more than 20,000 full- and part-time students in business, communications, community and human services, design, fine and performing arts, health, humanities, natural science, nursing, public safety, and social science. Through a wide array of experiential learning opportunities, and strategic relationships in the community, we partner with others to produce graduates of stature. Along with a robust grounding in their chosen disciplines, MacEwan students are given durable life skills that prepare them to take on the world.

The Director of Philanthropy Opportunity

MacEwan University is seeking a **Director of Philanthropy** for a full-time continuing opportunity with the Advancement Department. This newly created role reports to the Associate Vice-President, Advancement and provides strategic and operational leadership across development, annual giving, donor relations, stewardship, prospect research, fundraising operations, and related alumni engagement functions to strengthen fundraising effectiveness, donor engagement, stewardship practices, and long-term philanthropic growth.

The Director leads the university's comprehensive fundraising strategy, campaign planning and execution, donor engagement framework, and philanthropy operations while fostering an integrated donor experience across all stages of the donor lifecycle.

Working collaboratively with the AVP, Director of Development, and university leadership, the Director establishes clear accountabilities, stewardship standards, performance measures, and operating practices that support coordinated execution across MacEwan's philanthropic programs.

The Director represents the university with donors, volunteers, community leaders, corporations, foundations, and institutional partners, while advising senior leaders on philanthropic strategy and cultivating a culture of philanthropy across the institution.

Key responsibilities include:

- Providing unified leadership across philanthropy-related functions, including development, annual giving, donor relations, stewardship, prospect research and data support;
- Developing a long-range fundraising strategy aligned with university priorities, mission and strategic goals in partnership with the Associate Vice-President and university leadership;
- Establishing clear accountability frameworks including goals, priorities, benchmarks, and timelines to support coordinated execution across the donor lifecycle;
- Aligning portfolio ownership and donor experience ownership to support donor progression from engagement through cultivation, solicitation, stewardship and continued relationship development;
- Leading comprehensive fundraising campaigns and institution-wide fundraising initiatives that advance university priorities;
- Fostering a culture of philanthropy by engaging senior leaders, academic and administrative leaders, University Relations colleagues, volunteers and key stakeholders;
- Building strategic relationships with community leaders, donors, volunteers, organizations and external partners to expand philanthropic opportunities;
- Collaborating with Advancement, Alumni Relations, university leadership, Board members, the President's Office and internal partners to coordinate fundraising priorities and alumni-to-donor pathways;
- Overseeing innovation and change management strategies and plans that support institutional initiatives and proactively address areas of resistance, concern, and best practice;
- Establishing fundraising performance indicators, including donor retention, pipeline health, stewardship completion, proposal activity and campaign progress;
- Providing strategic leadership and advice to campaign cabinets, advisory committees, fundraising volunteers, Deans and senior leaders;
- Identifying and mitigating operational, financial, compliance and reputational risks related to philanthropy and fundraising activities;
- Serving as a member of the Advancement leadership team and contributing to an efficient departmental structure aligned with advancement best practices and continuous improvement;
- Leading, supervising, coaching and developing Philanthropy team staff while promoting a high-performing, collaborative and accountable team culture;
- Managing staffing resources, workloads, schedules, time approvals, performance management, labour relations, succession planning and professional development;

- Planning, forecasting and managing departmental budgets and resources in consultation with the AVP while ensuring compliance with legislation, policies and procedures;
- Leading broad-based fundraising programs, donor engagement strategies, cultivation, solicitation, stewardship, recognition and donor progression activities;
- Representing the university with donors, corporations, foundations, community leaders, volunteers and external partners at meetings, events, tours and engagement activities;
- Overseeing donor experience, stewardship standards, data discipline, prospect tracking, donor reporting, fundraising systems and day-to-day philanthropy operations; and
- Ensuring effective administration, tracking, payment and reporting of scholarships and bursaries, while refining policies, procedures and workflows that support fundraising and donor relations operations.

Desired Skills

The new Director will have:

- The ability to lead high-performing, accountable and collaborative fundraising teams, foster a culture of excellence, innovation and continuous improvement, and contribute to organizational design that supports long-term departmental success;
- Strong leadership, coaching, change implementation, collaboration and team-building skills, including the ability to clarify roles, decision-making authority and accountabilities in a complex environment;
- The ability to lead integrated donor lifecycle work across major gifts, annual giving, stewardship, donor relations, prospect research, data systems and alumni-to-donor pathways;
- The ability to build authentic relationships with donors, prospects, alumni, volunteers, senior leaders, colleagues and community partners, and to influence and build consensus through collaboration and a service driven mindset;
- Excellent written, verbal, presentation and public speaking skills, including the ability to prepare cases for support, donor correspondence, proposals and fundraising communications;
- Sound judgement, diplomacy, discretion, integrity and respect for confidentiality, with strong risk management skills related to operational, financial, compliance, reputational and fundraising risks;
- Strong planning, organizational, analytical, problem-solving, workflow design and attention-to-detail skills, with the ability to adapt to shifting priorities, competing demands and changing organizational needs;
- Creativity, innovation, and a drive for continuous improvement across all program areas;
- Knowledge of fundraising management software and administrative systems, such as Raiser's Edge, and the ability to support data-informed fundraising practices; and

- Knowledge of applicable fundraising, charitable, privacy and Canada Revenue Agency requirements.

Qualifications

- A bachelor's degree in a related field is required.
- An equivalent combination of education, professional development and directly related fundraising or advancement experience may be considered.
- A minimum of 10 years of significant progressive experience in fundraising, development and/or advancement, ideally within a university, health, non-profit or similarly complex institution.
- Experience should include broad-based fundraising, comprehensive campaign leadership, donor and prospect relationship management, team and volunteer leadership, fundraising operations, stewardship, performance measurement and data-informed donor progression practices.
- Experience coordinating across multiple related advancement functions and leading through organizational change, including clarifying accountabilities and implementing integrated donor lifecycle practices, would be considered an asset.

Position Requirements

This position is on campus only.

Benefits

When you become part of the MacEwan University team, you will enjoy a competitive salary. The salary range for the Director is \$117,978.62 - \$159,492.36.

Additionally, our total compensation package includes:

Competitive base pay
Generous vacation time
Secure pension plan
Flexible benefits package
Continuous learning culture
Opportunities for career growth

*This search is being led by MacEwan University's search partner,
Christoph Clodius at The Discovery Group
If you or someone you know is interested or curious, please be in touch.
We welcome questions and enquiries.*

Application Timing and Selection Process

All submissions should be received by August 17, 2026. Please apply to Christoph with a cover letter/expressions of interest and resume/CV, together in a single document to christoph@thediscoverygroup.ca.

This position is included under the Out of Scope employee policy (D1015). Applications sourced through this process may be considered for similar opportunities within MacEwan University.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Diversity Statement

MacEwan University is committed to fostering the principles of equity, diversity, and inclusion within our community, and we are dedicated to removing barriers that have been historically encountered and are currently experienced by some members of our society. We welcome and encourage applications from Indigenous peoples, racialized persons, visible minorities, women, persons with disabilities, sexual and gender minorities, and members of all equity-deserving groups. We believe that the diversity of our students, staff, and faculty serves as a strength of our institution and benefit to society. We are committed to ensuring full and inclusive participation for all in our community.

Accessibility Statement

We strive to provide an inclusive and barrier-free work environment, beginning with the hiring process. If you require accommodation, we want to ensure you have the support you need to showcase your abilities. Please contact humanresources@macewan.ca and we will support you to the best of our ability.