

## **SAIT Senior Development Officer, Sponsorship & Major Gifts**

SAIT is a global leader in applied education and an institution that empowers employees to make a difference in the lives of our students.

Building on more than a century of history, we are looking for innovative employees wanting to create a future with us. As part of our team, you are encouraged to be bold and inventive, bringing new ideas to the table. Change excites you.

Along with competitive benefits, gourmet on-campus restaurants run by our culinary program and an unparalleled view of downtown Calgary, SAIT offers the chance to do work with a purpose — preparing the next generation of industry leaders, entrepreneurs, advocates and explorers. We develop leaders in the classroom and our workspaces, encouraging lifelong learning for both students and employees.

Your future starts now ... at SAIT.

### **The Opportunity**

SAIT is fortunate to receive financial support from our alumni family, industry and community at large. If you're passionate about sharing SAIT's story, connecting donors to incredible people, and original projects and experiences, we want to meet you.

The Senior Development Officer, Sponsorship & Major Gifts primary accountability is to build and manage a portfolio of sponsors, sponsorship prospects, affinity partners and advertisers; and to work collaboratively with colleagues to ensure SAIT fulfills its obligations (i.e., fulfillment) to these stakeholders.

Secondary accountability, as a member of the Major Gifts Team, is to manage, cultivate and steward a complementary portfolio of 50+ major gift donors (largely corporations) capable of contributing charitable gifts totaling \$100,000 or more. Don't miss out, apply today.

### **The Role**

- Represent SAIT as the primary contact for sponsorship and affinity partnership opportunities. Identify new sponsorship prospects, cultivating positive relationships for current and future partnerships.
- Develop and implement strategies for: sponsorship for institutional events such as President's Dinner, Alumni Awards, Skate for Santa; School-based events such as Industry Nights and inter-collegiate . Competitions; Golf Tournaments; Affinity Programs (Alumni-related); and Alumni (LINK) magazine advertising.
- Understand the sponsorship opportunities of all SAIT products and audiences to build revenue generating programs that produce assigned financial results.
- Develop and maintain an ongoing inventory of assets and benefits including updating the values and hard costs for these opportunities regularly.
- Facilitate the creation and oversee the development of quality communication materials and custom sponsorship packages, as appropriate.

- Develop and deliver customized proposals based on the needs and interests of the sponsor/partner/advertiser and SAIT
- Identify and make calls on key prospects to sell SAIT sponsorship opportunities as well as update current sponsors on their sponsorship
- Ensure the fulfillment, activation, measurement and stewardship for each sponsor of each SAIT initiative. Implement measurement tools to ensure profitable ROI is delivered to all sponsors/partners and SAIT.
- Liaise regularly with SAIT Commercial Services, Corporate Engagement, and Purchasing
- Cultivate and maintain positive sponsor and affinity partner relationships, in conjunction with other Senior Development Officers, Alumni and Stakeholder Relations, and with all SAIT Schools and Departments, providing guidance and counseling on sponsorship.
- Establish financial forecasts and targets.
- Ensure an effective infrastructure and business processes are in place to invoice, receive payment (collect), and track progress against financial targets
- Attend SAIT events and public events as appropriate
- Track sponsorship and affinity partnership activity in Banner
- Develop and update the sponsorship strategy and inventory
- Manage a complementary portfolio (largely corporations) of 50+ major gift prospects, securing major gifts of \$100,000 or more
- Actively lead and participate in calls on key prospects and donors
- Develop strategies to build sponsorship relationships into philanthropic relationships
- Record the relationship building process with contact reports filed in Banner to facilitate accountability and open communication within a team based fund raising environment.
- Cultivate, support, communicate and manage leadership volunteers assigned to the fund raising process.
- Manage and supervise the implementation of appropriate donor recognition and stewardship strategies, policies and procedures, for accounts within assigned portfolio.
- Direct the preparation of research to support key accounts with assigned portfolio and participate in prospect management process.
- Identify and evaluate prospects.
- Participate in planning and implementation of fundraising campaigns.
- Attend SAIT events and public events as appropriate.

## **Qualifications**

- Post-Secondary Degree in business, marketing, communications or related field
- More than Five Years in sales, sponsorship and/or major gifts fundraising
- CFRE designation desirable
- Previous post-secondary work experience
- High degree of business literacy
- Evidence of ongoing upgrading of skills in communications, marketing, business or fundraising

### **Why Work at SAIT**

Enjoy a stimulating work environment, a beautiful campus overlooking downtown Calgary and a great benefits package including: comprehensive health and dental coverage, a defined benefit pension plan, professional development programs, generous paid time off, free access to our Wellness Centre, transit subsidies and more.

### [Why Work at SAIT](#)

### **To Apply**

Please apply with the online application process by visiting -  
<https://sait.csod.com/ats/careersite/JobDetails.aspx?id=932&site=1>

All applications should be made through our online system.

### **Notes**

SAIT is committed to equity and diversity within its community and invites applications from all qualified applicants.

APT: This position is union exempt in our Administration, Professional and Technical group

For information on the collection and use of your personal information, please see our [Privacy Policy](#)

### **Conditions of Employment**

In order to ensure and maintain a safe and secure working and learning environment, all applicants to the Southern Alberta Institute of Technology must complete and pass a police security clearance before employment is confirmed. Employment is conditional until a satisfactory police security clearance is obtained and confirmed. Employment with SAIT will not commence until the results have been provided and confirmed.

*SAIT's vision is to be a global leader in applied education.*

At the Southern Alberta Institute of Technology (SAIT), we are the shapers. The makers. The originals, driven by a passion for excellence and impact. We are a global leader in applied education, an Alberta Top Employer and a destination workplace for people empowered to make a difference in the lives of students. We offer action-based learning, solution-focused research and enterprising collaborations with partners from around the world. With a newly launched brand and ongoing celebrations marking 100 years of educating skilled workers, now is an exciting time to join this one-of-a-kind place...SAIT.

- Job ID: req932
- Job Location: Calgary, Alberta, Canada
- Job Classification: Senior Development Officer
- Job Type: Permanent
- Employee Group: APT
- Position End Date:
- Department: Alumni & Development
- # of Positions: 1
- Posting Closing Date: All applications must be received by: August 31, 2019 at 4:59PM MST / 5:59PM MDT.