

Central Development Officer and Faculty of Fine Arts, Development Officer

The world is changing. It needs our critical thinking to address today's complex challenges. And the University of Victoria (UVic) is ready. Inspired by, and honouring place, we are a community-minded, globally engaged university where we transform ideas into meaningful impact. The University of Victoria is seeking to hire two full-time Development Officers as part of the Alumni and Development team, to connect alumni and community to UVic's vision as outlined in the university's 2023 strategic plan: Distinctly UVic.

Two unique opportunities are available within the Development team: Central Development Officer and Development Officer, Faculty Fine Arts.

The role of the Central Development Officer provides the incumbent the chance to learn about and share initiatives across UVic, working with a variety of subject matter experts, and acting as a community citizen in fundraising. The Central Development Officer, reports to the Associate Director, Faculty Development and will maintain a working space within the Alumni and Development office. This role may also have touch-down spots within the various units they partner with.

The Development Officer, Fine Arts, jointly reports to the Associate Director of Faculty Development, and the Dean of the Faculty of Fine Arts. The Development Officer, Fine Arts will have the opportunity to work across campus and build collaborative relationships, cultivating philanthropic partnerships with a diverse portfolio of major and principal gift-level prospective donors. The Faculty of Fine Arts offers a dynamic community where curiosity, experimentation and exploration are the cornerstones of the learning environment. Led by an established and forward-thinking Dean who champions fundraising, the Faculty of Fine Arts is positioned well to be a leader in the university's comprehensive campaign. In this role, the Development Officer will maintain a working space within the Fine Arts Building.

The Development Officers will work on and off campus, as appropriate, to attend in-person and virtual meetings and events with the Associate Director, Deans/unit leaders, volunteers, faculty members, staff and donors. Connections to campus, students, clients and colleagues are necessary to some degree in all roles. UVic seeks to provide a vibrant on-campus experience and responsive suite of services for our students, faculty, staff and community.

About Alumni and Development:

Alumni Relations and Development is the division of the university responsible for creating strong relationships and building philanthropic commitment between the University of Victoria and its alumni, friends and community members with the goal of increasing personal involvement and commitment to the philanthropic support of the university's academic mission and priorities. Faculty Development provides fundraising expertise and assistance and coordinates and integrates fundraising initiatives for the university community to achieve optimal long-term results with donors.

About the position

The Central Development Officer will be responsible for philanthropic fundraising initiatives designed to cultivate major and principal gifts, such as:

- Identifying potential individual, corporate, or foundation major and principal gift donors.
- Developing a strategy to move potential donors toward making a gift to a faculty or other projects in which the prospect expresses a preference and interest.
- Working with the Dean/unit leader, Director and other appropriate individuals to develop and cultivate relationships with potential donors.
- Researching and preparing proposals and case for support material; drafting and editing correspondence, case documents and other communication pieces.
- Collaborating with other Development team members.
- Achieving a personal fundraising target as determined annually.
- Working within UVic and Development Office procedures, guidelines and policies.
- Adhering to national standards of ethical fundraising as set out by AFP (Association of Fundraising Professionals) and CAGP (Canadian Association of Gift Planners).
- Managing related administration, including maintaining and updating confidential files and information systems; creating briefing notes for faculty and university leadership for donor meetings.

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What We Offer:

- A competitive total compensation package;
- Vacation leave starting at 22 days per year;
- Professional development: stay current in your field and work towards your professional growth goals with opportunities for professional development such as attending conferences, workshops or courses in addition to professional memberships in AFP and CASE;
- Professional experience: be part of working with a team of professionals on a post-secondary comprehensive fundraising campaign;
- Values-based work. The Alumni and Development values are:
 - Integrity
 - Collaboration
 - Respect
 - Passion
 - Teamwork
 - Flexibility
 - Creativity
- This position is eligible for a hybrid work arrangement.
- When on campus, enjoy the park-like atmosphere working in one of the most beautiful places in the world

The salary range for this position is:

Recruitment range: \$79,376 to \$87,518 and maximum starting salary is determined through knowledge, experience and internal equity.

Performance range: \$ 103,243 salary range ceiling is available through annual performance increases.

Territory acknowledgement

We acknowledge and respect the Ləkʷəŋən (Songhees and Xʷsepsəm/Esquimalt) Peoples on whose territory the university stands, and the Ləkʷəŋən and W̱SÁNEĆ Peoples whose historical relationships with the land continue to this day.

Equity and Diversity Statement

UVic is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of groups experiencing barriers to equity.

Read our full equity statement here: www.uvic.ca/equitystatement

Accessibility Statement

If you anticipate needing accommodations for any part of the application and hiring process, contact uviccareers@uvic.ca. Any personal information provided will be maintained in confidence.