



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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# Job Board Posting



Careers.Indigenous.Link

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## DEVELOPMENT OFFICER - FACULTY OF HEALTH SCIENCES

<b>Job ID</b>	<b>21709-4377</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=21709-4377">https://careers.indigenous.link/viewjob?jobname=21709-4377</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2018-08-20	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

McMaster University has consistently been recognized as a world-class institution for teaching, research, and scholarship. We are ranked in the top 100 in the world, and as Canada's leading research-intensive university, we possess a deep commitment to creativity, integrity, and excellence. It is our aspiration to have a profound impact on the health and well-being of our society and planet! McMaster believes in creating an innovative and stimulating learning environment where students can prepare themselves to excel, both at the university and beyond. At the heart of McMaster University's research intensity and world-renowned, innovative teaching methodologies, the Faculty of Health Sciences is advancing human and societal health and well-being by training health care teams including physicians, nurses, physiotherapists, occupational therapists, physician assistants, midwives and researchers to work together to provide the best patient care. Our pioneering education advances and our excellence in world-class research has consistently placed McMaster among the top 50 universities in the world for health and medicine. We are committed to improving health care for the people of Hamilton, Ontario, Canada and beyond. Supporting the success of the Faculty is the award-winning University Advancement (UA) division, comprised of Communications and Public Affairs, Development, Alumni Advancement, Stewardship & Donor Relations and Advancement Services. It is UA's key objective to work as a team to educate, involve and secure support from alumni, friends and other stakeholders. Our high performing team is internationally recognized and features senior staff with extensive experience in all aspects of Advancement and enthusiastic newcomers eager to deploy their relevant skills in making a significant contribution towards the Advancement profession. We are incredibly proud of what we have accomplished to date and hope you will consider the unique opportunity described below. The successful candidate must have a work style characterized by strategy, focus and enthusiasm. You are a funder-centred fundraising professional with a demonstrated track record of program management and setting and achieving challenging fund-raising goals. You display excellent interpersonal, relationship management and volunteer management skills. You have the ability to multi-task and exhibit initiative, tact and diplomacy when collaborating with members of other teams and a diversity of stakeholders to achieve the donor's philanthropic objectives and the University's goals. Intellectual curiosity and a comprehensive knowledge of McMaster University is essential. The Development Officer plays a critical role on the University Advancement team to maximize private financial support to McMaster

from alumni, individuals, corporations, foundations and other sources. Development Officers will be assigned a portfolio that will be either program based or prospect based. As a key member of the University Advancement team, this position is responsible for making a positive commitment to University Advancement's mission, vision and values, and principles: Integrity, Quality, Respect, Service, Strategy and Teamwork. Due to the nature of this position some evening and week-end work as well as some travel will be required.

**Representative Duties & Responsibilities**

Develop strategies to identify, cultivate, solicit, and steward donors and potential donors. Develop advocacy and support by calling on potential donors and accompanying University leadership and key volunteers on corporate and foundation calls. Responsible for meeting financial and visit goals, set on an annual basis. Work with Deans and faculty fundraising staff to determine priorities and develop solicitation action plans. Maintain a professional and cooperative relationship with donors and other supporters. The Development Officer must have superior interpersonal, communication, both written and verbal, and relationship management skills required to interact with the donor, potential donor and other internal and external supporters which will result in success. The Development Officer is also required to display extreme professionalism and must have excellent judgement and decision making abilities, as well as display tact and sensitivity. Evaluate gift capacity and donor interest. Mediate with donors, and between donors and other University departments to resolve issues arising from changes in University or government policies which have an impact on the donor's original intentions or expectations. Write detailed proposals to individuals, foundations, corporations and other potential donors aligning their philanthropic interests with University fundraising priorities. Write gift agreements, and stewardship plans geared to accountability, donor recognition and securing ongoing support. Write well. Almost every activity in the Development Officer's portfolio involves producing documents that need to be clear, precise, and accurate. The Development Officer needs to write persuasively, tactfully and with sensitivity in order to be successful. Write a variety of documents, including but not limited to, correspondence, contact reports, and briefing notes. Complete annual and long-range business plans for securing financial support, which includes outlining goals and objectives, detailed program strategies, timelines, and budgets. Complete statistical analysis, projections, and detailed reports on fundraising goals and performance that may be used to contribute to the development of internal budgets. Draft and manage the budget for each program within the Development Officer's portfolio. Compile and analyze financial data that is used to contribute to the development of internal budgets and budget forecasts. Manage volunteers connected to giving programs. This includes recruitment, orientation, training, recognition and on-going program coordination. Coordinate campus visits, contact prospects and participate in other cultivation activities to promote and enhance the University's fundraising efforts. Utilize a sophisticated database to assist in the management of relationships and information. Gather and compile information on institutional and faculty fundraising priorities, research, and programs. Support visit set up and develop information kits and publications.

**Qualifications** Bachelor's degree in a relevant field of study. A McMaster degree is an asset. Requires a minimum of 3 years of relevant experience. Excellent communication skills (both written and verbal) are required. Superior interpersonal skills. Experience managing volunteers is required.

For more information, visit McMaster University for DEVELOPMENT OFFICER - FACULTY OF HEALTH SCIENCES

