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
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Development Officer - University Advancement

Job ID	**369769-1-1139**
Web Address	https://careers.indigenous.link/viewjob?jobname=369769-1-1139
Company	Toronto Metropolitan University
Location	Toronto, ON
Date Posted	From: 2022-11-17 To: 2050-01-01
Job	Type: Part-time Category: Education

Description

About Toronto Metropolitan
At the intersection of mind and action, Toronto Metropolitan University is on a transformative path to become Canada’s leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do.We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our next chapter..About University AdvancementUniversity Advancement (UA) is a comprehensive development and alumni relations enterprise serving the priorities of TMU’s academic plan. Our mission is to build lifelong relationships, engaging alumni and friends, faculty and staff, and corporations and foundations, and matching their interests with the needs and priorities of the university. University Advancement at TMU is a dedicated team of professionals, committed to collaboration, diversity, and integrity, and to being trustworthy stewards of our donors’ investments.UA especially welcomes applications from individuals who self identify as. If you identify as a member of one of these groups, we encourage you to let us know in your cover letter. We are building a culture of recognizing and celebrating diversity and welcome you to join us.

The Opportunity
The Development Officer administers a portfolio of donors and prospects for the University at giving levels under $25,000. This position will proactively implement administration and coordination of fundraising activities that could include the identification, cultivation, solicitation and stewardship of donors and prospects. In this role, the Development Officer may manage the planning and organizing of events and may work with the central Annual Fund Office to coordinate an annual awards program. In this role, the Development Officer may support the Engagement mission by implementing programs and services, events and communication vehicles that build positive relationships with alumni. Qualifications Successful completion of a post-secondary degree program in marketing management or a related field with specialty or focus in fundraising and a minimum of 3 years of fundraising experience, preferably within a post-secondary setting, with the following requirements: Demonstrated knowledge and abilities in relationship management, marketing, sales, public relations and communications to develop, implement and administer all facets of relationship building with fundraising prospects and donors; Demonstrated experience in coordinating donor related activities from updating donor recognition pieces, ordering and maintaining signage, administering major and principal gift donor agreements, maintaining accurate donor records in the databases; Experience in planning and coordinating programs, information and events, such as student awards, preparing gift agreements, making decisions related to

significant spending on donor events and special projects.

Solid oral and written communication skills to prepare and deliver presentations, briefing materials, gift proposals and regular correspondence with potential donors. Strong oral and written communication skills for general correspondence, report writing, and presentations; promoting and updating donors on current activities and preparing presentations and activity reports. A commitment to client service, especially in responding to inquiries from donors, alumni and departments as appropriate. Strong attention to detail to maintain and update databases as it relates to activities, prospects, donors and alumni. Coordinates with and ensures all information is updated and communicated to the appropriate departments. Ability to adapt to new changes as business priorities change. Proficiency in a fundraising database, Google Suite, Gmail

Additional Information
  Position Number(s)   20003888
 Reports To   Assistant Vice President, University Advancement
 Vacancy Type   TERM
 Employee Group   OPSEU
 Work Location   Hybrid (In-person and remote)
 Start Date   ASAP
 End Date   1 year from start date
 Hours of Work   36.25
 Grade and Step   12
 Salary Scale   Min: $71,284.07 up to Step 8: $90,300.54
As part of the selection process, candidates may be required to complete an occupational assessment.
Applications will only be accepted online through Toronto Metropolitan University's careersite.Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.

We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community.We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please contact hr@ryerson.ca. All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Development Officer - University Advancement