



**Development Officer
Advancement**

*Kelowna (To Be Determined), British Columbia
Posting No. C001494*

OKANAGAN COLLEGE

Okanagan College transforms lives and communities. We are one of Canada's leading colleges. We create outstanding educational experiences for our learners, both students and employees. We work and learn in a welcoming and caring culture. We are a catalyst for change through collaboration with our learners and partners. We serve, lead and anticipate the social, economic and environmental needs of communities.

Position Title:

Development Officer

Competition Number:

C001494

Division/Portfolio:

Advancement and Foundation

Department/Program:

Advancement

Campus/Centre:

Kelowna, To Be Determined

Position Summary:

The Advancement office/Okanagan College Foundation is responsible for fundraising at Okanagan College. We support the transformative power of education by engaging donors and communities to raise money for student awards, scholarships, bursaries, college programs and capital projects.

Under the general direction of the Director, Advancement, the Development Officer plays a key, strategic role in developing, promoting, implementing and growing the Major Gifts program, with a focus on Planned Gifts, in order to advance the mission and priorities of Okanagan College and support its students.

The Development Officer works to promote loyal giving and to upgrade donor giving; this includes identifying, cultivating, soliciting, securing, recognizing and stewarding a portfolio of major and planned gift prospects for all regions of Okanagan College.

The Development Officer works in accordance with the mission, values, goals, and policies of Okanagan College and Okanagan College Foundation. Interaction is primarily with donors, prospective donors, Directors of the Okanagan College Foundation, employees of Okanagan College, and external professionals; and may also be with members of the Alumni Association, corporations, groups, foundations, and students.

The Development Officer provides information about planned giving instruments and emerging fundraising strategies. The Development Officer provides advice on fundraising methods and campaigns and implements plans to secure Okanagan College fundraising targets.



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Education and Experience:

Completion of a minimum of a Bachelor's degree from a recognized post-secondary institution, related to philanthropy, non-profit management, law, marketing, communications or other related program, or technical training equivalent to three years of study in a related field is required. CFRE certification along with membership in the AFP, CCAE and/or CAGP is preferable. A minimum five years fundraising experience with extensive knowledge and a proven track record of individual, corporate or Foundation fundraising is required, preferably in the post-secondary sector. Experience working with volunteers is an asset. Travel may be required. Hours and days of work may vary with work on weekends and/or evenings required.

Skills and Abilities:

- Demonstrated ability to solicit and close major gifts
- High motivation to meet goals and targets coupled with tact and diplomacy, and consistent follow through.
- Proven skills in negotiation and diplomacy
- Ability to manage relationships and build long-term relationships with donors
- Knowledge of planned or legacy gifts including trusts, charitable annuities, life insurance, wills and bequests.
- Familiarity with financial planning preferred.
- Ability to exercise a high-level of tact and discretion in both internal and external interactions
- Ability to work under pressure, juggle multiple deadlines and interact with a diverse client base including other members of the department and the internal community of Okanagan College
- Competency with word-processing and spreadsheet applications; knowledge and prior use of the Raiser's Edge database is an asset
- Excellent written and oral communications skills are required, particularly in the area of writing proposals
- Experience working with volunteers and demonstrated commitment to long-term relationship building with donors is necessary
- Detail oriented, focused and strategic thinker, with initiative, passion and energy

Appointment Type:

Exempt - Continuing Full-time

Appointment Start Date:

07/01/2021

Annual Salary/Hourly Rate:

Range \$69,725 to \$102,263. Typical Hiring Range \$83,671 to \$92,967.

Posting Opening Date:

03/22/2021

Posting Closing Date:

04/30/2021

APPLICATIONS:

To apply for this position, please go to the following website: <https://www.employmentopportunities.okanagan.bc.ca> and complete an on-line application.