

**JOB TITLE:** Manager, Development  
**LOCATION:** Central Campus  
**JOB TYPE:** Limited Term (>12 months)  
**EMPLOYEE GROUP:** TMG  
**DEPARTMENT:** Major & Planned Giving  
**SALARY GRADE/ BAND:** Band L  
**SALARY RANGE:** \$79988.00 - \$119982.00 (annual)  
**CONTRACT DURATION:** 36.5 Months  
**HOURS PER WEEK:** 35  
**JOB ID:** 29635  
**OPEN DATE:** 11/21/2019  
**CLOSE DATE:** 12/15/2019

### **JOB DESCRIPTION**

McMaster University fuels curiosity, inquiry and discovery. Every day, we push the boundaries of knowledge through our world-class, interdisciplinary research and our ground-breaking approaches to teaching and learning. Our students, researchers and staff are among the best and brightest. We are seeking an equally talented Manager, Development, specifically in the area of gift planning, to join the development team's efforts to secure new revenue for the University.

University Advancement at McMaster encompasses the areas of Development, Alumni Advancement, Communications & Public Affairs, Stewardship, Volunteer Engagement, and Advancement Services & Operations; areas that coordinate their activities and work as a team to build the University's relationships, reputation and resources. It is our values that help us to achieve our vision and mission; they are integrity, quality, respect, service, strategy and teamwork.

McMaster's Development team is an award-winning, internationally-recognized group with a collective will to achieve ambitious goals. Its key accountabilities are to strengthen McMaster's relationships, to secure new revenue and to develop a pipeline of funders and supporters for the University. Members of the team are responsible for raising gifts, pledges, other revenue, future gifts (include bequests, gifts of insurance, etc.), and private research grants for the University. The primary means of raising funds for both current and future gifts are through strategies that involve face-to-face and in-person meetings and visits, often involving University leadership and faculty members. As primary staff for alumni and friends of McMaster University, it is the role of members of the Development team to drive the identification, cultivation, and development of a customized ask and recognition/stewardship plan for some of McMaster's most significant donors. Members of the team are also responsible for functioning as an integrated part of all the Faculties and units within the University, to raise revenue for priorities identified through McMaster's senior academic leadership.

### **JOB SUMMARY**

The Manager, Development will develop and successfully execute fundraising programs, specifically in the area of gift planning, for McMaster University by managing a portfolio of the University's supporters and prospective supporters, and being responsible for working with them to strategically achieve McMaster's fundraising goals, as well as those fundraising goals individually set-out for the Manager and the Manager's team of advancement professionals. This will involve providing strategic fundraising leadership to a distinguished team of development professionals, faculty, senior leadership within the University, and an array of distinguished volunteers to foster and forward relationships with McMaster's supporters.

The Manager will lead their Development portfolio/program, which will involve strategic planning, human resources and financial accountabilities. The scope of the Manager, Development position is flexible and may be assigned to fill a short or long-term placement(s) in a faculty or administrative units, but will have a strong focus on a variety of gift planning vehicles and fundraising initiatives. Please note that some evening, weekend work and travel will be required.

## **ACCOUNTABILITIES**

- Dramatically increase financial support from the private sector;
- Develop and meet aggressive University, team and individual development goals as determined for each program or faculty;
- Develop strategic plans to build and maintain a competitive position for securing gifts and maximize giving opportunities for McMaster;
- Manage a feasibility study for each campaign and use the results of this study in the successful campaign strategy;
- Develop a multi-year business plan identifying strategies for cultivation, solicitation and the acquisition of new funders for each program or faculty and deliver accordingly;
- Develop and execute funder recognition plans, cultivation and stewardship plans and manage the ongoing implementation of each of these programs;
- Accompany the University President, Vice-Presidents, Deans, Associate Vice-Presidents, and/or Director of Development on fundraising calls when appropriate to ensure goals are attained;
- Collaborate with members of University Advancement's senior development team to create a case for support for University and Faculty priorities;
- Personally, solicit major gift prospects by travelling regularly to meet with prospective funders and supporters;
- Implement a comprehensive moves management program;
- Steward the relationship with the potential supporter until a gift is closed and beyond;
- Update and maintain accurate funders records and reports on University Advancement's database (Advance), in a timely way;
- Develop relationships and provide development consultation with senior institutional leadership and volunteers;
- Develop the team's structure in conjunction with the Director of Development and Vice-Presidents, University Advancement;
- Manage all Human Resources activities for direct reports including recruiting and onboarding, goal setting, performance management, development and engagement initiatives;
- Manage, provide clear direction, motivate and mentor a team of development professionals;
- Supervise and manage senior volunteers;
- Oversee communications with potential funders, including proposals and gift agreements at all giving levels;
- Develop, manage and monitor of fundraising-related budgets, including the drafting and managing of budgets for each program;
- Build significant and sustaining relationships with funders and supporters whose resources will be integral to supporting McMaster University's mission and strategic goals;
- Represent the University, with the team, at all community and University events;
- Work closely with other areas of University Advancement to support the success of the operation's annual financial goals as well as Advancement's mission and strategic goals; and
- Participate in project work as required.

## **EDUCATION**

- A University degree;
- A McMaster degree is an asset; and
- A Master's degree or advancement designation is an asset.

## **KNOWLEDGE/ SKILLS**

Must have the following skills and abilities:

- Superior skills in critical analysis, strategic thinking, judgement, decision making, building effective relationships, and communications (oral, facilitation and written);
- Superior skills in human resources, volunteer and budget management, with strong financial acumen;
- Superior skills and knowledge of attracting and maintaining relationships with funders and supporters;
- Superior communication and interpersonal skills; writing winning proposals and associated development materials and correspondence;
- Superior skills in project management and time management;
- Funder-centred and goal-oriented with solid understanding of Canadian philanthropic environment, legislation and available charitable vehicles; including familiarity and experience working with planned gifts, including bequests, trusts, insurance, and annuities.
- Superior skills with computers and relational donor databases (Advance).

Must be knowledgeable about:

- University Advancement policies and procedures;
- McMaster Alumni Association policies and procedures;
- McMaster University policies and guidelines; and
- Canada Revenue Agency regulations regarding Charitable Giving.

## **HOW TO APPLY**

To apply for this job, please submit your application online.

DIRECTIONS:

1. Select the link to access our careers site.
2. Sign In to access your account or if you are not an existing user select the New User link to create one.
3. Review the job description and select the Apply button to begin your application.

[https://careers.mcmaster.ca/psp/preprd/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCHJOB.GBL?Page=HRS\\_APP\\_JBPS\\_T&Action=U&SiteId=1001&FOCUS=Applicant&JobOpeningId=29635&PostingSeq=1](https://careers.mcmaster.ca/psp/preprd/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPS_T&Action=U&SiteId=1001&FOCUS=Applicant&JobOpeningId=29635&PostingSeq=1)

## **EMPLOYMENT EQUITY STATEMENT**

*McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga Nations and, within the lands protected by the "Dish with One Spoon" wampum agreement.*

*In keeping with its Statement on Building an Inclusive Community with a Shared Purpose, McMaster University strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity. The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. The University seeks qualified candidates who share our commitment to equity, diversity and inclusion. While all qualified candidates are invited to apply, we particularly welcome applications from women, persons with disabilities, First Nations, Métis and Inuit peoples, members of visible minorities, and LGBTQ+ persons. Job applicants requiring accommodation to participate in the hiring process should contact the [Human Resources Service Centre](#) at 905-525-9140 ext. 222-HR (22247) or the Faculty of Health Sciences Human Resources office at ext. 22207 to communicate accommodation needs.*