



ST. THOMAS MORE COLLEGE

UNIVERSITY OF SASKATCHEWAN

Position Title: Director of Advancement
Department: Development
Status: Permanent
FTE: 1.0
Salary Range: \$91,800 - \$158,100 (STM SA2)
Posted: 11/20/2023
Closing date: Until the position is filled.
Remote work: In-person with occasional hybrid option

St. Thomas More College (STM) is the Catholic liberal arts college federated with the University of Saskatchewan. In our mission statement, we affirm that “through our teaching we are devoted to a partnership of learning and growth with our students which addresses the synthesis of faith and reason in all aspects of the human condition. The creative discovery of truth and its open dissemination nourishes our life as teachers and members of the wider academic and Catholic intellectual community.”

Nature and Scope:

Reporting to the President, the Director of Advancement will provide inspirational leadership to a dynamic team, focusing on building and managing relationships. The incumbent will ensure the success of the Development team by establishing a shared vision and direction for a full-scale institutional advancement program, including the development and execution of programs that attain campaign and fundraising goals through a donor-centered philanthropic giving approach. Activities in support of a diverse revenue generation structure include major gifts, planned giving programs, major campaigns, prospect identification and management, sponsorships, community partnerships, alumni relations, donor relations and special events.

Accountabilities:

- Support the President in planning and execution of donor relations and advancement initiatives, including objectives and targets, and building a culture of donor-centred philanthropy and engagement at STM,
- Lead and oversee strategic planning for the Development office as well as design and implement metrics to analyze the execution and success of various programs including fundraising, alumni engagement, and stewardship.
- Directly responsible for building a strategy for securing annual gifts at the \$50,000 plus level and managing a major gift portfolio of at least 50 qualified donor prospects.
- Develop and execute fundraising objectives with measurable key performance indicators in alignment with College Plan priorities that address the engagement and fundraising needs of the College,
- Engage and renew a robust alumni relations program in a mutually beneficial, lifelong connection to each other and to the College with a philanthropic lens,
- Anticipate and proactively pursue opportunities to advance the College and alumni relationships through partnerships, campaigns, and advocacy.
- Develop and implement a plan for identifying, cultivating, soliciting, and stewarding major and legacy gift prospects and donors,
- Develop and implement a donor and alumni/ae cultivation/stewardship program including donor relations, recognition, and gift processing,
- Develop and institute all policies and procedures related to fundraising,
- Determine the most effective communications, events, and donor relations strategies to deliver on Advancement and College Plan priorities and needs, and use this knowledge to maximize positive public relations impact while ensuring the plan is integrated with the College’s marketing and communications strategies,
- Provide leadership and oversight to Development staff through coaching and mentoring, relationship building, performance management, and professional development,
- Plan, implement, and supervise all projects and activities concerning annual giving and donor relations,
- Works with the Finance team to ensure the donations are accounted for and that appropriate systems are in place for record keeping, relationship and prospect management, and donor database, and

- Undertakes special projects and reports, as required by the President.

Working Conditions:

- Office environment requires utilization of various communication mediums including digital and print materials, telephone, and email,
- Working hours vary and include evenings and weekends, as required,
- Attends workshops, conferences, and meetings that may require travel, and
- Required to remain current with professional organizations related to Development.

Qualifications:

- A relevant undergraduate degree and a minimum of ten (10) years of progressive experience in fundraising and donor relations with a focus on major and legacy gifts is required,
- Proven track record of personally securing gifts at the \$50,000 plus level is required.
- Demonstrated experience in prospect management and prospect tracking including identifying, evaluating, encouraging, and stewarding donors,
- A Certified Fund-Raising Executive (CFRE) or equivalent professional accreditation is required,
- Prior experience supervising staff is considered an asset,
- Demonstrated ability to draft materials such as case for support, solicitation letters, impact reports and annual endowment reports is required,
- Demonstrated business management and leadership skills is an asset,
- Valid driver's license is required,
- Access to reliable transportation for travel,
- Preference will be given to candidates who possess knowledge and understanding of the Catholic Faith Community.

Knowledge, Skills, and Abilities:

- Demonstrated integrity, professional maturity, discretion, judgment, and decisiveness to inspire confidence among internal and external stakeholders,
- Goal-oriented and results driven with proven ability to take initiative,
- Ability to work independently and collaboratively as an effective supervisor and team member,
- Strong interpersonal relationship-building skills and the capacity to build consensus and maintain positive relationships with a wide range of stakeholders,
- Demonstrated analytical and organizational skills, including effective planning and management of multiple projects,
- Ability to problem-solve, think, and act strategically and creatively,
- Excellent communication skills, both written and oral including public speaking,
- Computer experience required: MS Windows environment, Microsoft Office preferred. Experience working with a centralized fundraising system is considered an asset, and
- Knowledgeable about Canada Revenue Agency (CRA) guidelines and Association of Fundraising Professionals (AFP) ethical principles and standards to ensure discretionary decisions are in alignment.

Application:

Interested candidates should email their resumé along with the names of three (3) references to the attention of the Manager of Human Resources, Payroll and Benefits at humanresources@stmcollege.ca.

Please review the University of Saskatchewan's [health and safety requirements](#) for faculty, staff and students.

St. Thomas More College is committed to employment equity, diversity, and inclusion, and is proud to support career opportunities for Indigenous peoples to reflect the community we serve. We are dedicated to recruiting individuals who will enrich our work and learning environments. All qualified candidates are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents will be given priority. We are committed to providing accommodations to those with a disability or medical necessity. If you require an accommodation to participate in the recruitment process, please notify us and we will work together on the accommodation request. Additional information about STM and the University of Saskatchewan is available at <https://stmcollege.ca/>. **Only those invited for an interview will be contacted.**