

**Development Officer, Planned Giving
Office of Advancement**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 18,500 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that's celebrating 200 years of academic excellence in 2018.

Working with a high degree of autonomy, the Development Officer, Planned Giving reporting to the Director of Planned Giving, consults with Dalhousie's senior leadership, Office of Advancement senior leadership, Deans and other academic leadership, faculty members, the communications and marketing areas of the University, and community volunteers to achieve fundraising objectives. The Development Officer, Planned Giving presents and promotes a consistent image for Dalhousie as a major university of international caliber, at the service of the community. The Development Officer, Planned Giving is a member of a professional development team that is supported by and works closely with advancement services, prospect research, communications and administrative specialists in the Office of Advancement.

Key Responsibilities:

- Develop and execute strategic and operational plans as they pertain to targeted solicitation projects consistent with the University's objectives, with an emphasis on identifying, cultivating and soliciting gifts to the Planned Giving Program.
- Exercising judgment and diplomacy, personally solicit the University's planned gift prospects (such individuals are often highly prominent professionals, business and political leaders, and well-known members of the community).
- Implement a comprehensive and strategic donor stewardship plan.
- Keep up to date on legislation and regulations governing estate planning, tax and charitable giving.
- Document and report on activities related to planned giving.
- Develop and implement marketing strategies that will increase awareness of planned giving to alumni and friends of the university.
- Build strong relationships with individuals and organizations as well as other communities of interest.

Qualifications: As the successful candidate, you will display business acumen, diplomacy, professionalism and, above all, a passion for achieving results. Ideally, you will bring a successful track record in gift fundraising to the table, but consideration will be given to those who have achieved outstanding results in a relationship-based professional sales role. You will likely have an undergraduate degree plus approximately five years' experience in gift fundraising or related professional sales environment, preferably in a post-secondary institution.

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

Apply online by 10:00pm on April 19, 2018 to competition DPMG-18040.

Salary Range: \$56,923 - \$77,013 per annum (ADM-06). This position is part of the Dalhousie Professional & Managerial Group (DPMG).

Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from qualified Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all qualified candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/respect