

**Associate Development Officer, Leadership Giving (Health Faculties)
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 18,800 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.

As a member of a high-performing, results-oriented Advancement group, the Associate Development Officer will play an active role in inspiring alumni and friends to invest in Dalhousie's vision of the future. Reporting to the Senior Development Officer, Health Faculties, the Associate Development Officer is responsible for developing and implementing fundraising strategies for the Faculties of Dentistry and Health. You will consult and work in concert with Dalhousie's leaders to achieve ambitious fundraising goals. As the successful candidate, you will display business acumen, diplomacy, professionalism and, above all, a passion for achieving impact. Ideally, you will bring a successful track record in fundraising, but consideration will be given to those who have achieved outstanding results in a relationship-based business development or a professional sales role. You will be a member of a professional major gift fund 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:

- Implement fund development strategies and initiatives consistent with the University's objectives. Work with the Senior DO, Health Faculties to develop a comprehensive strategy for potential donors.
- Build strong relationships with individuals and organizations as well as other communities of interest.
- Maintain a portfolio of active donors and manage prospects/donors with leadership giving capacity, with an emphasis on timely and accurate moves management practices, to create and maximize revenue through gift commitments (in the \$25,000 range) for Dalhousie's Health Faculties and for the University as a whole.
- Consult with Dalhousie's senior leadership, Office of Advancement senior leadership, Dalhousie Medical Research Foundation (DMRF), Deans and other academic leaders, faculty members, the Communications and Marketing areas of the University and community volunteers, to achieve fundraising objectives.
- Present and promote a consistent image of Dalhousie as a major university of international caliber serving the community.

Qualifications: Undergraduate degree in business or related area (or equivalent combination of training and experience), with approximately 2-3 years' experience in fundraising, client relations, professional sales, business development or a related field, ideally, but not necessarily, in a post-secondary environment. Exceptional written, oral and interpersonal communication skills are essential. Business acumen, maturity and diplomacy in dealing with donors, and senior level faculty and administrative personnel required. Demonstrated sales or business development, leadership and planning skills are required. The preferred candidate must thrive on working in a fast-paced and results-oriented environment.

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.

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 Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/respect

Apply on-line by July 3, 2018 to competition DPMG-18076

Salary Range: \$50,240 - \$67,973 per annum (ADM-05) This position has a provisional classification; Human Resources will initiate a classification review approximately 6 months after hire. This position is part of the Dalhousie Professional & Managerial Group (DPMG).

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