

# Development Officer, Schulich School of Law

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## Position Details

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### Position Information

<b>Position Title</b>	Development Officer, Schulich School of Law
<b>Department/Unit</b>	Advancement
<b>Location</b>	Halifax
<b>Posting Number</b>	S04-19
<b>Employee Group</b>	DPMG
<b>Position Type</b>	Regular, On-Going
<b>Duration of Contract (if applicable)</b>	
<b>Employment Type</b>	Full Time
<b>Full-time Equivalency (FTE)</b>	1.0
<b>Salary</b>	\$57,777 - \$78,168 per annum
<b>Classification</b>	ADM-06

### Provisional Statement

### About Dalhousie University

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 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

### Job Summary

Reporting to the Director of Development, Office of Advancement, the Development Officer is responsible for planning and executing a comprehensive major gift fundraising program for the Schulich School of Law. The Development Officer will consult and work in concert with Dalhousie's leaders to achieve ambitious fundraising goals. As a member of a high-performing, results-oriented group, the Development Officer will play an active role in inspiring alumni and friends to invest in Dalhousie's vision of the future.

### Key Responsibilities

- Implement fund development strategies and initiatives consistent with the University's objectives.
- 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 major gift capacity, with an emphasis on timely and accurate moves management practices, in order to create and maximize revenue through major gift commitments (of \$50,000 or more) for Dalhousie's Schulich School of Law and for the University as a whole.
- Consult with Dalhousie's senior leadership, Office of Advancement senior leadership, 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 calibre at the service of the community.

- Assume other fundraising-related management responsibilities and ensure appropriate administration of the process.

## Note

## Qualifications

Undergraduate degree (business or related area) with three to five years' related experience in major gift fundraising, client relations, professional sales, business development or a related field (or equivalent combination of training and experience) is required. Experience in a post-secondary environment would be an asset. Exceptional written, oral and interpersonal communication skills are essential. Must be able to display business acumen, diplomacy and professionalism in dealing with donors, and senior level faculty and administrative personnel. Demonstrated sales or business development, leadership and strategic planning skills are required. Must thrive in a fast-paced environment and above all, have a passion for achieving results. Consideration will be given to those who have achieved outstanding results in a relationship-based professional sales role.

## Job Competencies

The successful candidate is expected to demonstrate proficiency in Dalhousie's core and leadership competencies (<https://www.dal.ca/dept/leaders.html>), in particular:

- Relationship Building
- Thinking and Acting Strategically
- Accountability for Performance and Results
- Self-Awareness and Professionalism
- Respect and Inclusion

## Additional Information

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.

## Application Consideration

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.

## Diversity Statement

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/hiringfordiversity](http://www.dal.ca/hiringfordiversity).

## Posting Detail Information

### Number of Vacancies

1

### Open Date

04/29/2019

### Close Date

05/21/2019

### Open Until Filled

No

### Special Instructions to Applicant

### Quick Link for Direct Access to

<http://dal.peopleadmin.ca/postings/1356>

Posting

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

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## Documents Needed to Apply

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Required Documents

1. Résumé / Curriculum Vitae (CV)

Optional Documents

1. Cover Letter