



Manager, Development Advancement

Competition: 217324

Closing Date: October 20, 2017

Being one of Alberta's Top 70 Employers, NAIT offers a wealth of personal and family health and wellbeing benefits, outstanding professional development opportunities, amazing recreational and leisure facilities, an environment unrivaled in engagement and dynamism, and co-workers who are collaborative, respectful and supportive.

NAIT's Department of Advancement is seeking an outgoing and positive individual to join a group of dynamic and forward thinking professionals. The Manager, Development is responsible for providing guidance, leadership and management to a team of development professionals to ensure that results meet and exceed the stated objectives within the External Relations Five Year Business Plan and the Essential Campaign Plan.

Reporting to the Director, Development, this highly organized, articulate, donor-centered individual works closely with the director, executive team, academic teams, industry, and individuals to achieve NAIT's fundraising goals. The incumbent delivers fundraising proposals and presentations on an ongoing basis. The position has the primary responsibility to lead and grow the revenue generating initiatives and programs within the Department of Advancement by overseeing the Major Gifts (\$10,000 to \$999,999) and Leadership giving programs (\$1 million and greater). The Manager, Development participates fully in the planning, implementation, and management of initiatives as they relate to the Development portfolio.

Key Responsibilities:

- Manage, mentor and lead the Development team, including staff planning and recruitment.
- Meet with Development Officers regularly to develop customized cultivation strategies and implement plans to increase support to the institute, with the goal of building long-term relationships with NAIT's current and prospective major gift and leadership donors.
- Conduct quarterly reviews with all staff members to ensure goals and targets are being met.
- Actively manage a portfolio of donors and prospective donors.
- Collaborate with the Development team and other areas of Advancement to develop a Five Year Business Plan.
- Prepare quarterly fundraising progress reports for the Director, Development and Associate Vice President, Advancement.
- Review and approve the submission of all investment proposals, cases for support, agreements, and other relevant materials.
- Develop procedures, systems and reporting needed to manage and execute all donation agreements signed by department.
- Encourage industry engagement coordination across various departments at NAIT.
- Lead and participate in other Advancement projects, as required.

Qualifications:

- Post-secondary degree required.
- 5 years of supervisory experience with strong project coordination and leadership skills required.
- Excellent organization, problem solving and interpersonal skills.
- Experience managing a portfolio of major gift donors and prospective donors.
- Experience and knowledge in individual giving.
- Strong verbal and written communication skills.
- Ability to work independently and as part of a team.
- Experience with relationship management or fundraising organizations is preferred.
- Demonstrated sound judgment, initiative and discretion.
- Experience with Raisers Edge database is an asset.

Remuneration: Salary will commensurate with education and experience, along with a comprehensive benefit package

We thank all applicants for their interest in working at NAIT; however, only those selected for an interview will be contacted.

It is recommended that applicants who have obtained educational credentials from outside of Canada and have not had them previously assessed, obtain an evaluation of their credentials from World Education Services or the International Qualifications Assessment Service (IQAS) - <https://www.alberta.ca/iqas-employment-education-licensure.aspx>

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