



WE ARE ESSENTIAL TO ALBERTA



Development Officer Department of Advancement

Competition No.: 217420
Closing Date: January 17, 2018

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 Development Officer plays an essential role in contributing to the overall fund development goals of the institute. The Development Officer participates fully in the planning, implementation and management of initiatives as they relate to the Development portfolio.

Reporting to the Manager - Development, the Development Officer is a customer-oriented self-starter who works with corporate and individual donors to generate major gift and leadership funds for the institute. The Development Officer coordinates the process of identifying, cultivating, soliciting, and stewarding major gift and leadership prospects in support of NAIT. The incumbent will have a high proficiency in proposal writing, verbal communication and strong sales techniques. This position requires developing, managing, and executing strategies and initiatives related to the solicitation and attainment of significant gifts to the institute, while building and nurturing successful relationships that meet the needs of both the donor and NAIT.

Key Responsibilities:

- Take a leadership role in prospect identification and evaluation processes focused on individuals and corporate gifts in excess of \$10,000.
- Cultivate, solicit, and assist with stewardship of qualified prospects capable of contributing a major gift or leadership gift to the institute.
- Actively manage a portfolio of 120 major gift (\$25,000 - \$999,999) and leadership (\$1,000,000+) donors and prospects.
- Meet individually with prospective and current donors for the purposes of cultivation, solicitation, and stewardship.
- Develop customized fundraising strategies and implement plans to increase support to the institute, including working with the NAIT leadership team (President, Vice-President, Associate Vice-President), along with other departments (Academic leaders, Office of Research & Innovation, and Department of Corporate & International Training).
- Work with the stewardship team to implement appropriate donor recognition and stewardship strategies.
- Prepare written cases for support, investment proposals, presentations, and other relevant materials.
- Build long-term relationships with NAIT's current and prospective individual and corporate major gift and leadership donors.
- Represent NAIT in an official capacity among external audiences that include individuals, corporations, funding agencies, and professional associations.
- Maintain accurate account information, including timely inputting of prospect management activities.

Qualifications:

- Relevant post-secondary degree.
- Three to five years' experience in fund development, donor relations, sales, or business development.
- Some experience and knowledge in individual giving.
- Strong organizational skills and demonstrated excellence in problem solving.
- Superior attention to detail.
- Significant experience with face-to-face solicitations of major gifts.
- A proven track record of achieving goals with demonstrated success in fund development or sales.
- Excellent written and verbal communication skills.
- Strong computer proficiencies (Outlook, Word, Excel, PowerPoint, etc.). Experience using Raiser's Edge is considered an asset.
- Demonstrates sound judgment, confidence, initiative, and discretion.
- Ability to work as part of a team.

Remuneration: Will be commensurate with education and experience.

Thank you for your application 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) - <http://work.alberta.ca/immigration/international-qualifications-assessment-service.html>

Apply online:
www.nait.ca/careers

NAIT Human
Resources
PH: 780.471.7466

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