



Development Associate (2 Positions) (CAM 41149)
Advancement and Alumni
Corporate Strategy and Business Development

Location: London

Employment Group: Admin

Type of Position: Full-time

Salary Range: \$59,321 to \$74,154

Closing Date: October 26, 2023

Working at Fanshawe College

Fanshawe College is committed to the principles of hybrid work and may offer this option to employees whose work can be performed in an alternate location, without adverse impact to the operations of the College, inclusive of our Student and Staff experience. Confirmation of hybrid work options available to you will be clarified upon hire and may be subject to change based on the duties required of your position. Successful candidates will be required to perform work within Ontario and must be available to work on campus, as required.

Note: These are full-time Administrative positions (37.5 hours per week).

Duties: Reporting to the Executive Director of Advancement & Alumni, the incumbents are responsible for supporting the strategy and execution of a fundraising portfolio in conjunction with other members of the Advancement team.

The incumbents will support either the Faculty of Business or the Faculty of Creative Industries as primary contact for all advancement activities including donor relations, prospect identification, identifying fundraising priorities and donor cultivation and stewardship. The incumbents are also responsible for supporting a prospect list, supporting a faculty in the development of their fundraising priorities and supporting the overall advancement activities of the office.

The incumbents are expected to contribute to the realization of the fundraising priorities of the office and any future fundraising plans established by the Executive Director, Fanshawe College Foundation.

QUALIFICATIONS

- Post-secondary 2-year diploma in Fundraising, Marketing and Communications or a related discipline
- Minimum 5 years' experience in fundraising is required
- An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements
- Excellent verbal and written communication skills
- Strong organizational and time management skills with emphasis on attention to detail
- Excellent interpersonal skills and the ability to work with donors, staff, volunteers, external agencies, boards, etc.
- Computer experience literacy in MS Office Suite
- Experience in Raisers' Edge software

While transcripts are not required for the interview, they are mandatory prior to any offer of employment.

How to Apply:

For more information and how to apply, please visit the Fanshawe College website at: <https://jobs.fanshawec.ca/>

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

Fanshawe College is an equal opportunity employer. We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.

Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.