



*The King's University offers an exceptional liberal arts education from a Christian perspective. Located in Edmonton, Alberta, King's serves students from across Canada and around the world. Join a dedicated team who have a desire and common mission to see students grow in a dynamic and nurturing Christian environment. People who love working and succeed at King's serve God gladly, work collaboratively, think creatively, and embrace diversity.*

## **Director of Development**

Full-time, Continuing

### **POSITION SUMMARY**

The Director of Development leads the Development team and supervises activities for annual fundraising for the university. The Director is responsible for developing and executing strategies to build relationships with prospective donors and expand institutional support, generate gifts in support of institutional fundraising goals from an overall portfolio, identify objectives and accountabilities for all Development team members, ensuring effective and efficient use of resources to achieve fundraising targets.

### **KEY RESPONSIBILITIES**

- Responsible for overseeing Development department staff, fostering a team spirit within the department, and encouraging personal and professional growth among employees.
- Responsible for cultivating relationships with donors within the context of both King's and the wider community and translating these relationships into increased involvement and investment in King's.
- Manage a donor portfolio of approximately 75 families with activities ranging from identifying and qualifying major donor prospects, cultivating and soliciting major gifts face to face, and completing personalized stewardship.
- Establish and implement departmental policies and procedures as it impacts departmental operations.
- Work with members of the Development and Alumni and Parent Relations teams on goal setting, identifying and implementing strategies, and measuring and managing performance for annual giving, planned giving, alumni and parent relations, and data management.
- Provide direction and leadership and work with Development and cross-functional staff and faculty team members, volunteers, constituent and support groups and other resources as identified, to ensure Development plans are successfully implemented.
- Participate as a Development department and/or King's representative on internal and external committees as required and perform other duties as required.
- Serve as a member of the Vice President's Advancement Leadership Team and provide support as necessary to the Vice President and President with regard to fundraising, alumni and parent relations and community relations.
- Community visibility and donor contact form essential elements of this position. Travel is required and may include some evenings and weekends.

## QUALIFICATIONS

- Deep understanding of the mission, ethos, and culture of The King's University
- A university degree and/or equivalent combination of education
- Strong organizational ability and capacity for details
- Superior oral and written communication and interpersonal skills
- Working knowledge of computer related office tools and database management; experience with Raiser's Edge or a similar constituent tracking database an asset
- Commitment to Christian post-secondary education required
- Familiarity with one or more of King's support communities a definite asset
- Minimum five years of experience in development and fundraising
- Professing Christian able to sign King's Statement of Faith

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A condition of employment is assent to the University's Christian Statement of Faith found at:

<https://www.kingsu.ca/about-us/careers>

The King's University follows a standardized salary grid. The salary range for the position is \$85,000 - \$108,000/yr dependent on qualifications and experience. A comprehensive benefit package, pension, and generous vacation and time off are provided.

Position will remain open until a suitable candidate is found.

**Apply by submitting a resume and cover letter through our online portal at [kingsu.ca/about-us/careers](https://www.kingsu.ca/about-us/careers).**

### Human Resources

The King's University  
9125-50 Street, Edmonton, Alberta  
T6B 2H3

E-mail: [humanresources@kingsu.ca](mailto:humanresources@kingsu.ca). Visit our web site at [www.kingsu.ca](http://www.kingsu.ca).

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

*The King's University respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.*