

**SENIOR DEVELOPMENT OFFICER
OFFICE OF ADVANCEMENT**

Salary: \$61,776 to \$84,916

Olds College has an opportunity available for a Senior Development Officer to develop and execute strategies designed to achieve the financial goals of the Office of Advancement.

Reporting to the Director, Development, the Senior Development Officer will be responsible for promoting institutional funding priorities in all fund development activities and for building relationships with internal and external stakeholders interested in supporting Olds College. Responsibilities include developing, implementing and managing plans for the identification, cultivation, solicitation and stewardship of major gifts from donors; facilitating volunteer development to support fund development initiatives; and providing support to the Campaign Cabinet and Campaign project teams. The incumbent will direct activities associated with prospect research and solicit and direct the receipting for selected gifts in accordance with CRA guidelines and AFP ethical standards.

The successful candidate will have a post-secondary education in a related field and a record of accomplishment in fundraising including the demonstrated ability to acquire major gifts within the not-for-profit sector. You will have demonstrated sales and marketing skills related to business development and experience with volunteer management. Excellent interpersonal and communication skills including proficiency in public speaking and presentations are mandatory. You will have strong analytical and problem solving abilities, and an understanding of financial reporting and money management. Proficiency in Microsoft Office is required. The successful candidate will be eligible for membership in the AFP and CAGP. CFRE designation and familiarity with Raiser's Edge software would be definite assets.

Please forward a resume *quoting competition #12013M by February 22, 2012*. For further information on this and other employment opportunities, please visit our website at www.oldscollege.ca/employment Applications may be e-mailed to employop@oldscollege.ca or sent to the address below:

**Human Resources
Olds College
4500 - 50 Street, Olds, Alberta T4H 1R6
Fax: (403) 556-4794**

Only those selected for interviews will be contacted.