

## **Conrad Grebel University College**

### ***Director of Development***

<b>Reports to:</b>	College President
<b>Jobs Reporting:</b>	Advancement Assistant
<b>Salary Grade:</b>	USG 11-12
<b>Starting Salary Range:</b>	\$85,000 to \$116,000
<b>FTE:</b>	1.0 - Some evening/weekend work required.

### **Conrad Grebel University College**

Conrad Grebel University College is a liberal arts college founded by the Mennonite church and affiliated with the University of Waterloo. The mission and programs of Grebel are rooted in and inspired by its Christian identity and its Anabaptist/Mennonite heritage. Grebel offers undergraduate, graduate, and community education programs in peace and conflict studies, music, theological and religious studies, and Mennonite studies. Grebel's residence houses approximately 172 university students. Grebel is also home to the Kindred Credit Union Centre for Peace Advancement (CPA), the Milton Good Library and the Mennonite Archives of Ontario.

### **Departmental Data**

The College is well-supported by over 700 donors (FY 2024) and has averaged \$2,100,000 in gifts annually over the past five years. The College's general operating fund goal is currently \$380,000 per year, with other gifts contributed to endowments, capital projects, and special initiatives. The College has an endowment of roughly \$13,000,000 (2025) in endowed funds raised from donors which support student awards and individual programs.

### **Primary Purpose**

The Director reports to the President and is responsible for all development, fundraising, and alumni relations activities of the College. Working in-person from the College's campus in Waterloo, Ontario, the Director manages the College's portfolio of current and prospective donors, and is accountable for the annual fundraising plan, soliciting gifts at all donor levels, planned giving, and development activities. The Director is responsible for developing and implementing overall donor relations strategy, leads the College's Alumni relations activities and programs, and supports broader constituency relations efforts, including within Mennonite Church Eastern Canada.

## **Key Accountabilities**

### ***Fundraising:***

- Makes personal gift solicitations to individual donors, primarily through face-to-face meetings.
- Models grateful recognition of donor generosity
- Involves the President in donor strategy, prospect development and gift solicitation as appropriate
- Coordinates fundraising activities and programs such as the annual fund, endowment funding, student scholarships and awards, planned giving, special events and capital funding.

### ***Development and Relationship Management:***

- Communicates the vision and mission of Conrad Grebel University College to alumni, supporters and friends of the College, including within the Mennonite Church Eastern Canada constituency.
- Initiates relationships with current and prospective donors, develops their commitment and works to translate it into financial support.
- Builds relationships with all College departments to understand their vision, needs and priorities, in order to develop opportunities for donor support.
- Establishes and monitors donor recognition and gift acknowledgement processes.
- Plans donor visits, events and receptions in collaboration with other College personnel.

### ***Planning and Administration:***

- Develops and implements long-range fundraising goals and campaigns.
- Plans and implements multi-channel fundraising solicitations with the support of the advancement team.
- Drafts gift agreements for endowed gifts using standard templates for approval by the President and Board.
- Supervises the management of the donor records in the database (Raiser's Edge) and ensures that individual donor records are kept up to date.
- Co-ordinates records management and prospect solicitation with University of Waterloo and the other affiliated and federated institutions, according to formal agreements.
- Proposes and manages annual budget for fundraising, development and alumni relations.

***Alumni Relations:***

- Represents the College on and provides leadership and resources to the Conrad Grebel Alumni Committee in planning periodic reunions and other alumni events and initiatives.
- Collaborates with Marketing and Communications staff in producing alumni communications.
- Supervises the management of alumni records in the database (Raiser's Edge).
- Co-ordinates with the University of Waterloo and the other affiliated and federated institutions to ensure that alumni affiliations are assigned according to formal agreements.

**Nature and Scope*****Key Working Relationships:***

- Works closely with the President on development strategy and implementation; involves the President as appropriate in donor solicitation, cultivation and communications.
- Supervises the Advancement Assistant.
- Collaborates with and is supported by Marketing & Communications staff in producing mass communications for appeals and development events.
- Sets the development and fundraising agenda for the advancement team.
- Serves on the College's advancement team, which includes the President, Senior Manager of Marketing & Communications, and the Advancement Assistant.
- Represents the College to advancement/development and alumni relations units at the University of Waterloo and the affiliated and federated institutions.

***Committees:***

- Serves on the College's senior administrative team.
- Serves as a voting member of the College Council.
- Attends Board and Board Advancement Committee meetings as a non-voting staff member, and reports on development activities.
- Attends Investment Advisory Committee meetings.
- Convenes the Alumni Committee.
- From time to time, may serve on other internal committees and working groups.

***Level of responsibility:*** Responsible and accountable for the overall planning, implementation, development and evaluation/reporting of the College's fundraising and development programs. This role requires a high level of initiative with minimal direction. Although the Director's work is supported by the President, the advancement team, and others, the Director is responsible to ensure that the work moves forward. The Director

works extensively with external supporters, and is considered by them to be a representative of the College's administration and Board.

**Decision-making authority:** The role involves extensive collaboration and interaction with colleagues inside the College and at the University of Waterloo, and requires good relational skills and political acumen. The Director:

- Makes decisions concerning individual donor contacts, seeking the advice or involvement of the President or others as appropriate.
- Seeks approval for larger fundraising initiatives, major gift agreements and new endowments, and any donor-initiated activities (for example, the creation of a scholarship with particular criteria, or a public lecture proposed by a donor).
- Participates in administrative decisions as a member of the senior administrative team.

**Physical and sensory demands:** Office based with regular local travel and occasional travel throughout Southern Ontario and to other parts of Canada or the United States. Ability to drive long distances. Extended time at the computer. The position requires the ability to work with challenging time constraints, interruptions and changes to priorities. This is an outward facing role that requires positive and professional interaction with external stakeholders. Occasional public speaking.

**Working environment:** The position is office-based with frequent meetings outside of the college and occasional travel. The role requires frequent attendance at public events hosted by the college and others which may happen after hours and on weekends. The Director has some flexibility to adjust working hours to account for these events.

### **Preferred Qualifications**

#### ***Education:***

- University degree at the undergraduate level.
- Professional certifications in advancement/development/fundraising are an asset.

#### ***Work Experience:***

- Prior management or leadership role in a non-profit or business organization.
- Significant organizational leadership experience in areas related to advancement (for example communications, marketing, sales, volunteer management.)
- Fundraising
  - USG 11: Up to 5 years of fundraising experience.
  - USG 12: 5+ years of experience with the full scope of development activities, including successful personal solicitation of major gifts.

***Knowledge/Skills/Abilities:***

- Self-motivated with ability and enthusiasm for soliciting donor support through personal visits, conversations, and correspondence.
- Knowledge of and appreciation for the College and its mission, values, programs, and context.
- Strong understanding of the College's supporting constituency, including the Mennonite community.
- Experience in managing planned giving programs is an asset.
- Understanding of the university context and the integration of teaching, research, student experience, and community engagement.
- Ability to plan, lead and manage projects from ideas to completion with thorough attention to detail and timelines.
- Resourceful and independent while remaining comfortable working within the framework of a collaborative, team-oriented environment.
- Excellent interpersonal and relational skills.
- Solid written communication and public speaking skills.
- General computer literacy; familiarity with Microsoft Office; experience working with Raiser's Edge or other CRM software is an asset.

*All employees of the College are expected to follow College and applicable University of Waterloo health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

*Updated May 28, 2025*