Assistant Vice-Principal, Development  
University Advancement

Position Summary:
Reporting to the Vice-Principal, University Advancement (UA), and working in close partnership with the Faculties, the Assistant Vice-Principal will define, develop and provide leadership for fundraising campaigns and programs in the areas of major gifts, planned giving and corporate and foundation strategic partnerships. The incumbent will lead a team of senior development professionals based both in Faculties and Central UA.

Primary Responsibilities:

- Manage the fundraising initiatives of the University including major gifts, planned giving and corporate and foundation relations programs. Provide guidance and expertise to all levels of University administration for both Faculty-specific and University-wide fundraising projects and priorities.
- Develop, for the Vice-Principal's approval, an integrated and prioritized set of fundraising goals and initiatives. Maintain and communicate approved priorities to all involved in fundraising.
- Oversee cultivation and solicitation strategies across the portfolios. Ensure these activities are in line with priorities and established policies and procedures.
- Define, develop and provide leadership for fundraising campaigns and initiatives.
- Serve as a coach and mentor; motivate, lead and direct a team of Central and Faculty-based senior development professionals and oversee the recruitment, performance management and professional development. Engage team members to work collaboratively towards the integration of best practices in programs and activities.
- Work with the team to develop program and staff member performance goals. Manage progress to ensure the achievement of the set targets and metrics.
- Manage the unit's operations to ensure maximization of donor engagement and fundraising results. Align spending to desired outcomes and ensure that each portfolio is adequately resourced to meet the objectives.
- Collaborate with Volunteer Partnerships and Regional Strategy, Primary Gifts, Alumni Relations, Advancement Services, Communications and Donor Relations and Strategic Initiatives to ensure appropriate levels of support are in place to meet fundraising/donor engagement and stewardship goals.
- Serve as an active member of the UA Senior Management Committee.
- Act as a spokesperson for UA at events, conferences and other. Assume responsibilities as delegated by the Vice-Principal, UA.

Education/Experience

Undergraduate Degree, an advanced degree would be considered an asset
Over fifteen (15) years' related experience

Qualifying Skills and Abilities:

- Significant relevant experience as a fundraising leader with demonstrated success in the areas of major and primary gifts, planned giving, corporate and foundation relations, sustainable giving programs, preferably in the field of higher education (or in the not for profit sector);
- Demonstrated experience in developing and implementing multi-faceted fundraising plans in a large and complex organization, solid knowledge of fundraising principles and processes;
- Demonstrated success in closing high-level gifts;
- Excellent planning, organizational, entrepreneurial, leadership and interpersonal skills;
- Strong managerial and human relations skills to be able to effectively represent the University to internal and external constituents, and to provide dynamic leadership and technical expertise to the Faculties, senior administrators, as well as to the Development team in a collaborative and proactive manner;
- Demonstrated ability to attract, retain, mentor, motivate and lead a professional team to achieve common goals and objectives;
- Ability to coalesce colleagues from across an organization to collaborate in optimizing objectives;
- Demonstrated ability to work with a diverse population, a high degree of personal integrity, diplomacy and tact are necessary;
- Strong analytical skills, understanding of data-management systems, as well as an understanding of how internal processes, relationships and structures work in large public sector institutions;
- Familiarity with current issues, trends and challenges facing Quebec and Canadian post-secondary education, as well as knowledge of the philanthropic environment;
- Effective written and verbal skills in English including ability to make oral presentations and lead and conduct effective meetings with a diverse range of constituents; effective French conversation skill is required; French written skills will be considered a strong asset.

The selected candidate will be given a five-year renewable term.

How to Apply:

If you wish to apply for this position, please send your CV, along with a cover letter to Melina Tondino at melina.tondino@mcgill.ca.

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill implements an employment equity program and encourages members of designated groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, Professor Angela Campbell, Associate Provost (Equity and Academic Policies) at angela.campbell@mcgill.ca or 514-398-1660.