



ST. FRANCIS XAVIER
UNIVERSITY

Senior Development Executive – Coady Institute

The Coady Institute, part of St. Francis Xavier University is seeking a Senior Development Executive. This position is located at the Coady Institute on the campus of St. Francis Xavier University in Antigonish, Nova Scotia. Reporting to both the Executive Director of the Coady Institute and the Director, StFX Development, the Senior Development Executive will work to secure funds for the Coady Institute. This will involve stewardship of a number of existing Coady donors as well as working closely with the Advancement team and Coady's Council of External Advisors to identify and cultivate prospective new donors. Ideally this position will also be able to identify significant program funding opportunities for the Institute and assist in the development of funding proposals and stewardship of donors related to those opportunities. This position will also oversee the annual giving portfolio at the Coady Institute and one direct report. This is a full-time position, working 37.5 hours/week and is in salary band G of the Professional Salary Grid (\$88,686-108,323).

Responsibilities include:

- Strengthening long-term relationships with donors by ensuring they are involved, engaged and recognized in ways that are meaningful and that are in alignment with institutional recognition guidelines
- Creating and implementing a plan for each donor that will serve as a foundational communication and marketing plan for each person on their donor list. Will execute that plan on a timely basis so individuals on that donor list are retained and upgraded
- Creating proposals for solicitation of individual, corporate or foundation prospects
- Participate in the development of strategic communications plan with value-driven messages that highlight the impact of donor investments
- Attend Coady Institute and select University-wide events and receptions to develop strong relationships with supporters and friends which will lead to supporting Coady financially
- Assist with the planning of small number of recognition and stewardship events that are designed to motivate continued support.

Qualifications/ Skills:

- Bachelor's Degree, with a focus on communications, Business, Public Relations
- Five to seven years relevant working experience.
- Fund raising/relationship development experience (Major Gifts and Annual Giving)
- Experience in responding to calls for proposals/identifying program funding opportunities
- Advanced written, oral and interpersonal communication skills, including political acumen is required to establish and maintain good working relationships.
- Ability to manage process, deadlines, personal targets and budget while adhering to the policies and procedures of the university.
- Advanced knowledge of fund development and related development phases (identification, qualification, cultivation, solicitation)

July 8, 2021

Closing date for applicants is July 31 at 1:00 p.m. To express your interest in this role, please send a cover letter and resume in confidence to:

Human Resources
StFX University
Email: careers@stfx.ca

St. Francis Xavier University is an advocate for equity and is committed to ensuring representation in our community. We welcome applications from members of visible minorities, women, Indigenous peoples, people with disabilities, people of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. StFX seeks to maintain its commitment to excellence and recognizes that increasing the diversity of its faculty and staff supports this objective.