

Posting #25-069CU

Development Officer, Annual Giving Office of Research and Innovation Regular, Full-time

Purpose

Reporting to the Manager, Philanthropy and Engagement, the Development Officer, Annual Giving, plans, coordinates, and implements a comprehensive annual giving plan that reflects and supports the Mission and Goals of the University of Northern British Columbia (UNBC). As an integral member of the Office of Research and Innovation, this position represents a significant career opportunity for a person with initiative who enjoys extensive public contact.

Responsibilities

As a member of the donor centered Philanthropy and Engagement team, the successful candidate will research, plan, and implement comprehensive donor relations and stewardship activities for targeted initiatives and events that support the advancement of the University. The success of their effort will grow the size and impact of fundraising at UNBC. They will build engagement across the institution and UNBC community through donor relations that strengthen UNBC's leadership as a student-centered, research intensive, and community responsive University.

Duties include but are not limited to:

Annual Plan Development:

- Developing, in conjunction with the Manager, Philanthropy and Engagement, a comprehensive plan for annual giving that reflects priority events within the University. This plan will include sponsorship, events, annual giving, etc.;

Sponsorship Management:

- Developing and maintaining positive relationships with UNBC's donors and partners;
- Coordinating sponsorship opportunities for various initiatives, departments, and events at UNBC, which could include research initiatives, youth and student engagement, athletics, and more;
- Liaising interdepartmentally with offices such as the Career Centre, Athletics Department, and Faculties;
- Supporting sponsorship administration including the development, solicitation, implementation, and follow up of sponsorship opportunities and agreements;
- Preparing invoices, pledge reminders, and renewals;
- Requesting and maintaining sponsor information such as logos and graphics;
- Participating in strategic planning for fundraising initiatives that meet the goals and objectives of the University's priorities and align with overall development goals;
- Working with the Philanthropy and Engagement team to develop and implement stewardship plans that strengthen the University's relationships with donors and community partners. Stewardship plans will include, and are not limited to, enhancing donor relations through gift acceptance and thank you letters, donor appreciation events, sponsorship administration, endowment reports, photo/video capturing, and communication of impact stories, etc.;

- Developing acknowledgement and recognition procedures and ensuring these are incorporated within gift agreements;
- Supporting engagement with UNBC alumni, including UNBC Varsity Alumni;
- Maintaining accurate and complete records of stewardship activities within the fundraising Database;

Marketing and Communication:

- Collaborating and communicating with other members of the Philanthropy and Engagement team to ensure consistent messaging, and professional coordination of sponsorship efforts that optimize donor potential;
- Working with the Communications and Marketing Department to ensure sponsorship activities align with the University's brand and graphic standards;
- Other duties related to strengthening UNBC's image and consulting with internal and external Partners;

Project Management:

- Evaluating stewardship and donor relations initiatives against established goals and objectives, and performance measures. Generating reports and incorporating results in future planning; and

Financial Resources:

- Overseeing approved budgets for assigned fundraising initiatives.

Qualifications

The successful candidate will possess an undergraduate university degree together with a minimum of five years of fundraising related work experience, preferably sponsorship coordination in a post-secondary environment. Formal fundraising training through the Association of Fundraising Professionals, Council for Advancement and Support of Education (CASE), Canadian Council for the Advancement of Education (CCAE) or any other recognized organization is highly desirable.

An equivalent combination of education and experience will be considered.

The successful candidate will have excellent customer service skills and demonstrate an understanding of relationship management with donors and partners. They will have strong knowledge of the field of fundraising, preferably in a post-secondary environment. Knowledge of federal and provincial tax laws and regulations for charities is considered an asset. Solid knowledge and experience with relational databases are required. Excellent written and verbal persuasive communication and presentation skills, interpersonal and negotiation skills, and strong analytical ability are essential. Initiative and creativity are vital to this role, and you must be able to organize competing priorities.

Other competencies crucial to this position include flexibility, organization, planning & coordinating, problem solving & judgment, leadership & motivation, teamwork & collaboration, accountability, attention to detail, relationship building, strategic focus, organizational awareness, and results and service orientation.

Salary

This position has been classified at a Grade 11. The annual salary range for this position is \$77,768.60 to \$80,990.00 and the normal starting salary will be \$77,768.60.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.



To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at employee wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Internal applicants from CUPE Local 3799 will be given priority consideration.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #25-069CU in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Applications will be accepted until 4:30PM on August 27, 2025.

