

Duty Statement

Leader of Development



Position: Leader of Development
Reports to: College President

Key Responsibilities:

This position, in close coordination with the President and the Campion Foundation Board, develops, implements, and leads fundraising efforts for Campion College. As the primary liaison with benefactors, the Leader of Development will serve in a high visibility position and need to communicate effectively the value of the liberal arts. The position will also develop strategies for soliciting major gifts and play a leading role in capital appeal campaigns for campus developments. The position has oversight of the Development Office.

Specific Duties:

The Leader of Development is responsible for leading and managing the day-to-day fund-raising operations of the College, including:

- In collaboration with the College President, developing and implementing strategies for raising funds for the College, including soliciting major gifts and helping with specific approaches, cultivating new donor prospects, and maintaining communication and relationships with established benefactors.
- In coordination with the President and Marketing, preparing and publishing the quarterly newsletter, *Campion's Brag*, and other fund-raising publications.
- Following up responses to *Campion's Brag*, especially major donations (\$1,000+), with individual contact such as a personal letter or phone call, and ensuring a proper acknowledgement process of all donations emanating from the Brag.
- Handling bequests, including enquiries and follow-up of pledged bequests.
- Supervising the Development Officer(s), who manage the donor database and assist with events, and daily running of the office.
- Planning and operating fund-raising events, including major Appeal Dinners.
- Managing and growing the Regular Giving program at the College.
- Preparing and implementing plans for an anticipated capital campaign for proposed building developments.
- Monitoring and enhancing the fund-raising features of the Campion College website.

- Assisting the Directors of the Board in their fund-raising efforts, such as advising on donor approaches, working with the President and Directors on events (such as lunches and dinners), and fostering on-going contact to heighten the likelihood of gifts.

Requirements:

- High level experience and demonstrated success in soliciting gifts from high-net-worth donors.
- Proven record in developing and following through fundraising campaigns: bequest programs, capital campaigns, endowments, etc.
- Experience in organising high profile, large fundraising events.
- Exhibit exceptional skills in communication, collaboration, and institutional advancement.
- Demonstrate a strong understanding of – and ability to communicate effectively – the nature and value of the liberal arts as a university-level education fostering intellectual and spiritual formation and development.
- Demonstrate an ability to set budgets and meet fundraising targets.
- Committed to the mission of the College as an authentic Catholic institution.

Knowledge, Skills and Qualities:

- Knowledge of computer-based strategies and methods for extending the value of fund-raising efforts and providing effective gift management
- Highly motivated and a self-starter
- Capacity to inspire existing and potential donors
- Professional and friendly manner
- High level written and oral communication skills
- Strong organisational skills

March 2026