



## **Development Associate (full-time position)**

### **WYCLIFFE COLLEGE at the University of Toronto**

Wycliffe College is seeking to fill the position of **Development Associate**. Reporting to the Director of Development & Communications, the Development Associate is responsible for key components of fundraising programs essential to the success of all Development initiatives to achieve fundraising objectives for Wycliffe College. This is a full-time, in-office position.

#### **EXPECTATIONS:**

- Execute Annual Fund initiatives by project managing print and online appeals, large and small in-person and online events, email marketing, grant application administration, stewardship tools, and special projects.
- Manage mid-level and monthly donor programs by providing strategic input, database & metric analysis, and creation of content for targeted print and email appeal campaigns, donor upgrades, one-time to monthly conversions, lapsed donor re-engagement, year-end appeals, targeted solicitation letters, and annual donor thank-you communications with a goal to moving donors into deeper engagement through the donor pipeline.
- Create and produce Development communications materials, including donor stewardship tools, newsletters, receipt enclosures, flyers, campaign collateral, etc. and collaborate with the Communications team to ensure updated & timely content for social media, website, newsletters, and annual report, as well as the Principal's Office to ensure they are informed.
- Grow & deepen the alumni program by strategically managing and moderating alumni Facebook page, planning regional gatherings and online special events, supporting the Alumni Association Executive Committee and sub-committees, curating and preparing annual alumni newsletter, supporting the creation of the Cycle of Prayer, and promoting fellowship & learning opportunities.
- Work proficiently with CRM to produce print electronic mailing lists, generate reports for the purpose of analysis and reporting, proactively and reactively ensure donor and alumni data is clean, and serve as gift processing back-up.
- Manage relationship and resources with Advisors with Purpose to maximize benefits of our membership in service of alumni and donor goals.
- Proficiently use tools such as iWave, Grant Connect, LinkedIn, and the internet more broadly to provide Development with major donor and foundation prospect research.
- Exemplify at all times Wycliffe College values, working to the highest standard of ethical practice.

#### **QUALIFICATIONS:**

- 8-10 years of experience in a fundraising or administrative position, preferably in a not-for-profit environment.
- University degree or college diploma, preferably in fundraising, administration and/or marketing communications.
- Strong computer proficiency with Office 365 (Word, Excel, PowerPoint, Outlook, SharePoint, Teams). Experience with Canva, and Salesforce an asset.
- Excellent interpersonal and communication skills. Demonstrated ability to interact comfortably, tactfully, professionally, and effectively with a wide range of internal and external constituencies including volunteers, donors, faculty, and staff, and community members inside the Christian community.
- Ability to maintain confidentiality as well as exercise discretion and sound judgement.

- Demonstrated experience in accuracy and attention to detail.
- Excellent organizational, administrative, and problem-solving skills.
- Writing proficiency in general correspondence and special project writing.
- Ability to work under pressure in a calm and professional manner and balance the competing demands of routine work with the special requirements of projects and events.
- Proven ability to achieve established objectives within recognized timeframes.
- Enthusiastic team player with the ability to work independently and with minimal supervision.
- Driven with an interest and willingness to learn.
- Ability to accommodate a schedule that will require occasional evening and weekend work for meetings and events.
- Graphic Design skills an asset.

**OTHER KNOWLEDGE, SKILLS, ABILITIES:**

- CFRE designation an asset.
- Development experience in a Christian setting preferred.
- Development experience in a post-secondary setting an asset.
- Strong commitment to the Mission and Vision of Wycliffe College.
- Familiarity and comfort working in a Christian setting.

Salary commensurate with experience in the range of \$64,000-\$69,000

**Please submit a resume and cover letter indicating your understanding of the Mission and Values of Wycliffe College, to [shelley.mclagan@wycliffe.utoronto.ca](mailto:shelley.mclagan@wycliffe.utoronto.ca) Applications without a cover letter will not be considered.**

**Application deadline: March 27, 2026**

Thank you in advance for your application. Only qualified applicants will be contacted. No phone calls please.

Wycliffe has a diverse and global student body, and it is situated in one of the world's most multicultural cities. Therefore, we particularly welcome applications from individuals who mirror the diversity of our community. The College is committed to employment equity and offers equal opportunities to qualified women and men, including visible minorities and persons with disabilities. All qualified candidates are encouraged to apply; however, in keeping with Canadian law, Canadians and permanent residents will be given priority. Final appointment is subject to completion of a satisfactory criminal record check.

Wycliffe College is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact [shelley.mclagan@wycliffe.utoronto.ca](mailto:shelley.mclagan@wycliffe.utoronto.ca)

**ABOUT WYCLIFFE COLLEGE:**

Founded in 1877, Wycliffe College is a graduate school of Theology within the Toronto School of Theology (TST) and affiliated with the University of Toronto, one of the world's leading research universities. Wycliffe offers conjointly awarded graduate degrees through the University of Toronto and serves students preparing for ministry, academic scholarship, and leadership in the church and society.

The College is rooted in the evangelical and Anglican tradition and committed to the study of Scripture as foundational for Christian faith and practice. Its ethos values intellectual rigour, spiritual vitality, and service to the wider church.