

EXECUTIVE DIRECTOR, DEVELOPMENT AND ALUMNI ENGAGEMENT

Competition Number	MUN03512
Location	St. John's, Newfoundland and Labrador
Department, Unit	Office of Development and Alumni Engagement, Office of the President
Employment Type	Full-time, Permanent
Position Group	Leadership Group
Salary Range	\$138,594 - \$182,360 per annum (LG 15)
Closing Date	Application review will begin mid-June 2026, however, applications will continue to be accepted until the position is filled.

We acknowledge that the lands on which Memorial University's campuses are situated are in the traditional territories of diverse Indigenous groups, and we acknowledge with respect the diverse histories and cultures of the Beothuk, Mi'kmaq, Innu, and Inuit of this province.

ABOUT MEMORIAL UNIVERSITY

As Newfoundland and Labrador's only university, Memorial University serves more than 17,000 students, employs approximately 3,700 faculty and staff, and is supported by a global network of over 110,000 accomplished alumni. Together, these communities strengthen Memorial's capacity and reputation for leadership in research, teaching and public engagement.

Memorial University is a progressive employer in the Canadian post-secondary sector, offering competitive compensation, comprehensive benefits, and a stimulating work environment within a vibrant and diverse, multi-campus community. For more information, visit <https://www.mun.ca/hr/careers/>

THE OPPORTUNITY

The Office of Development and Alumni Engagement (ODAE) plays a critical, institution-wide role in advancing Memorial's mission by leading a comprehensive, relationship-driven approach that builds and sustains trust with alumni, donors, and partners, strengthens philanthropic investment, and enables institutional priorities through fundraising excellence. The Executive Director, Development and Alumni Engagement role offers a **unique opportunity for strategic, transformative, relationship-focused leadership for advancement within a complex institution.**

The Executive Director, Development and Alumni Engagement is Memorial's senior advancement leader and provides strategic leadership for fund development and alumni engagement across the university. Reporting to the President and Vice-Chancellor, the Executive Director will lead the development of a clear, integrated, and relationship-centred advancement strategy that supports Memorial's priorities, deepens engagement with alumni and community partners, and ensures exceptional stewardship of philanthropic resources. Leading a large multi-faceted team and partnering closely with senior academic and administrative leaders, committees, and key internal and external parties, the Executive Director's responsibilities include:

- **Philanthropy Strategy and Growth:** Provide strategic leadership for institution-wide fundraising strategies generating more than \$15 million annually, including capital campaigns, major and planned giving, and annual giving. Define and advance a philanthropic strategy that aligns donor priorities with institutional impact areas.
- **Donor Relations and Alumni Engagement:** Set and uphold institutional standards for donor and alumni experience, stewardship, and recognition, and lead the strategic growth and evolution of alumni engagement. Position relationships at the foundation of advancement by integrating engagement and fundraising strategies, building lifelong connections, increasing participation and maximizing philanthropic impact while honoring donor intent.
- **Team Leadership and Institutional Partnership:** Foster a high-performing, collaborative team environment that empowers staff and supports long-term success while cultivating trusted, effective and collaborative relationships with academic and administrative leaders. Provide clear strategic direction and strengthen coordination across faculties and units to advance a more integrated, institution-wide approach to fundraising and alumni engagement.

- **Governance, Financial Stewardship, and Accountability:** Provide strategic oversight to ensure compliance, and ethical management of all philanthropic and sponsorship funds. Lead the development and implementation of advancement policies, standards, and best practices that reinforce excellence in fundraising, transparency, accountability, and Memorial's charitable integrity, while promoting data-informed decision-making and continuous improvement.

THE CANDIDATE

The successful candidate will bring a demonstrated record of advancement leadership, with the strategic insight, relational capacity, and operational expertise required to lead a comprehensive development and alumni engagement program within a complex institution. The candidate will demonstrate the ability to build trust, align philanthropy with institutional strategy and to lead a relationship-driven approach to advancement through influence and collaboration.

Education and Experience:

- Minimum of 10 years of progressive leadership experience in fundraising, donor relations, and partnership development; experience in post-secondary or public-sector environments is preferred.
- A graduate degree in a relevant discipline; an equivalent combination of education and experience may be considered.
- Demonstrated success in major and principal gift fundraising, including managing major gift portfolios and leading or supporting comprehensive fundraising campaigns.
- Experience leading and developing teams, preferably within large, complex organizations.

Knowledge, Skills and Abilities:

- Exceptional relationship-building, communication and interpersonal skills, with the ability to engage professionally, credibly, collaboratively and with influence with senior leaders, alumni, donors, and external partners.
- Ability to provide strategic leadership and translate institutional priorities into clear, integrated, and innovative advancement and engagement strategies.
- Demonstrated ability to build trust across diverse communities, with a commitment to inclusive leadership and equity-informed practice.
- Working knowledge of fundraising finance, endowments, and financial reporting, with the ability to ensure accountability and informed decision making.
- Proficiency in leveraging CRM systems, data, and analytics to inform strategy, monitor performance, and drive results.
- Knowledge of, or commitment to learning, the university sector, including its research, teaching, and community engagement priorities, and the Newfoundland and Labrador context.

Assets:

- Certified Fundraising Executive (CFRE) designation.
- Engagement with the advancement profession, including involvement with professional bodies such as the Canadian Council for the Advancement of Education (CCAЕ).

Employment Equity and Accommodations: Memorial University is committed to employment equity and diversity and encourages applications from all qualified candidates, including women; 2SLGBTQIA+ people; Indigenous peoples; racialized people; Black persons; and persons with disabilities. Memorial is committed to providing an inclusive learning and work environment. Candidates requiring accommodations during the recruitment process may contact employmentequity@mun.ca or 709-864-2548.

Additional Information: All qualified candidates are encouraged to apply; however, preference will be given to applicants who are legally entitled to work in Canada. We thank all applicants for their interest, however, only those selected for an interview may be contacted. For additional information or inquiries related to this competition, please contact leadershiprecruitment@mun.ca.