

Job Description

Job Title:	Advancement Coordinator
Department:	Faculty of Arts
Reports To:	Director of Arts Advancement
Jobs Reporting:	N/A
Salary Grade:	USG 6
Effective Date:	December 2017

Primary Purpose

The Advancement Assistant is responsible for providing administrative and executive support to the Faculty's fundraising and alumni relations programs.

Key Accountabilities

Provides comprehensive administrative support to the Arts Advancement Office, including but not limited to the following duties:

- Provides a wide range of administrative support to the Director of Advancement;
- Manages the Director's schedule; arranges meetings, including fundraising, volunteer and alumni relations calls for the Director and other Advancement team members;
- Co-ordinates multiple participants' calendars
- Facilitates meetings by booking facilities and refreshments, preparing presentations, handouts and reports; produces meeting notes and attends to special requests;
- Researches and prepares reports, letters, agendas, canvasser kits, briefing notes and a variety of other materials to support the Advancement team;
- Runs and distributes a variety of reports using Raiser's Edge to support the fundraising function; requests additional RE data and reports as required;
- Enters RE status/meeting notes as required; ensures notes are current;
- Co-ordinates blast e-mails to alumni in co-ordination of the Office of Alumni Affairs;
- Interacts with the Office of the President, Provost, VP Advancement and other administrators to relay information, seek advice, and engage parties in visits/events/meetings;
- Maintains top prospect lists and the Advancement annual calendar of events; distributes these as necessary;
- Manages Advancement's equipment needs and orders supplies and marketing materials;
- Manages Arts Advancement's paper and electronic filing systems.
- Maintains the Arts Advancement web site;
- Provides advice and support to the Director on the development and management of effective administrative systems and protocols;
- Works in co-operation with the Dean's Office staff as appropriate;
- Maintains current knowledge of ODAA practices and protocols and familiarity with issues in advancement more broadly.

Provides administrative support for the management of Faculty scholarships and awards including but not limited to the following:

- Maintains comprehensive and current familiarity with the documentation process for award and gift agreements; as appropriate prepares preliminary documentation for award terms;
- Maintains an accurate spreadsheet of Arts' scholarships and awards;

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<ul style="list-style-type: none">• Assists in obtaining signatures;• Ensures appropriate distribution of award agreements in keeping with ODAA policy;• Advises the Director of Advancement when renewals are due.
<p>Supports Advancement's finance and budgeting process, including but not limited to the following:</p> <ul style="list-style-type: none">• Assists with the unit's annual budget preparation;• Prepares cheque requests, purchase orders, shipping orders, travel and expense claims and other paperwork as required;• Handles Advancement's monthly account reconciliation.
<p>Provides HR support for co-op students including but not limited to the following activities:</p> <ul style="list-style-type: none">• Assists with the recruiting and training of co-op students;• Directs co-op students on specific tasks/projects at the Director's request.
<p>Assists with the planning and execution of key fundraising, friend-raising and alumni events. Duties include but are not limited to the following activities:</p> <ul style="list-style-type: none">• Handles logistics, including menu planning, venue liaison, parking requirements; develops invitations, manages the rsvp process, and prepares name tags, etc.
<p>Performs a range of duties to support donor relations, including but not limited to the following:</p> <ul style="list-style-type: none">• Facilitates the timely and appropriate receipt of gifts; prepares gift leads for ODAA; prepares personal thank you letters for the Dean and Advancement Director; liaises with Arts departments to ensure appropriate timely, personal acknowledgement;• Prepares and updates communication material for donors; schedules meetings with donors as required;• Keeps all donor and alumni files current.

Required Qualifications

<p>Education</p> <ul style="list-style-type: none">• Post secondary degree or diploma or equivalent education and experience
<p>Experience</p> <ul style="list-style-type: none">• Several years of administrative experience in a complex, dynamic and fast-paced environment.• Experience in a development environment an asset.
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none">• Intermediate MS Office, Basic Experience with web content management software or willingness to learn, knowledge of Raiser's Edge or similar relational database an asset.• Excellent ability to work both independently and as a team member.• Sound judgement, tact, diplomacy and problem solving skills.• Proven capacity to handle high volumes of requests and to multi-task.• Well-developed organizational, analytical, interpersonal, customer service skills.• Strong communication skills – oral and written• Effective organizational and time management skills: able to manage multiple, with tight deadlines.• Attention to detail and accuracy is essential.

Nature and Scope

- **Contacts:** This position requires communication with internal and external contacts to arrange and coordinate meetings, obtain, clarify and discuss information, and to assist in event management. Contact

groups and individuals include but are not limited to: Internal: the Arts Advancement team, members of the Dean's Office, Department Chairs, Arts faculty and staff members, Student Awards Office, Graduate Studies Office, Development and Alumni Officers across campus, Office of Development and Alumni Affairs staff, Communications and Public Affairs. External: prospective donors, donors, alumni, executives in corporations and external suppliers.

- **Level of Responsibility:** The position has defined specialized and routine tasks. The Advancement Assistant receives specific guidance but is expected to perform duties with relative independence thereafter.
- **Decision-Making Authority:** Some decision-making authority. Examples include: Determining task priority in a multitasking, deadline-oriented environment; Ensuring that Arts Advancements materials prepared for use with internal and external constituents are appropriate and accurate; Determining the office's equipment and supply requirements.
- **Physical and Sensory Demands:** Typical of an administrative position in an office environment; peak times can include many simultaneous demands.
- **Working Environment:** Travel: none. Working hours: regular, occasional evening/weekend work may be required.
Risks, physical and psychological: no significant risks.