

Job Description

Job Title:	(Senior) Development Officer
Department:	Dean of Engineering
Reports To:	Associate Director, Development & Alumni Affairs
Jobs Reporting:	None
Salary Grade:	USG 9-11
Effective Date:	May 2017

Primary Purpose

Accountable to the Associate Director, Development and Alumni Affairs, and working in cooperation with Engineering's Development and Alumni Affairs team, the Development Officer will be responsible for the corporate and individual fundraising of gifts within the Faculty of Engineering. Primary responsibilities, carried out as a member of the Development team and as a member of the Faculty of Engineering will include identification, evaluation, cultivation, solicitation and stewardship of corporate, foundation and individual donors for the University of Waterloo's Faculty of Engineering, and interdisciplinary priority projects.

Key Accountabilities

List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of "what" the job does not the "how". Insert a category heading and in bullet form below, state specific responsibilities.

Portfolio & Prospect Management

- Develops and maintains a good working knowledge of the faculty, and the University of Waterloo's activities, priorities and needs in both teaching and research;
- Has a thorough working knowledge of the Faculty of Engineering's fundraising priorities and University of Waterloo's priority projects and progress;
- Using this knowledge, and in consultation with the Associate Director, coordinates fundraising strategies for the corporate, foundation, and individual sectors, including cultivation, solicitation and stewardship of prospects
- Actively seeks out new prospects for the faculty and coordinates prospect identification and research activities;
- Has knowledge of giving vehicles and non-complex gifts, refers planned giving

Communications & Coordination

- Creates fundraising materials suitable for presentation to prospective contributors by soliciting technical content from faculty members and working with the Sr. Communications Officer, Office of Advancement, Creative Services, and University Relations as required;
- Develops proposals for projects tailored to the specific interests of corporations, foundations, individuals and associations in conjunction with the faculty;
- Maintains/updates the database by ensuring that meeting notes are recorded and significant moves are tracked in the system;
- Gives direction and advice to student fundraising initiatives (including sponsorship) within the Faculty;
- Coordinates special projects and campaigns as assigned;
- Provides functional direction to administrative staff involved in these activities, where applicable.

Relationship Management

- Establishes and maintains relationships with the corporate sector (donations officer, senior officers, etc.), including calls on companies, arranging site visits to campus, special events, announcements, information exchanges;
- Recruits, trains and manages volunteer teams as assigned;
- Supports the work of the Senior Alumni Officer in coordinating communications and building relationships with students, young alumni and graduates;

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- Supports the work of the Donor Relations Officer in coordinating communications and maintaining relationships with donors

Required Qualifications

If hiring today, what would be the required education, experience, knowledge, skills and abilities?

Education <ul style="list-style-type: none">• University degree or equivalent education or experience
Experience <ul style="list-style-type: none">• USG 9 – 0-1 years of progressive fundraising experience• USG 10 – 1-3 years of progressive major gift fundraising experience• USG 11 – 3-5 years of progressive fundraising experience in securing major gifts and volunteer recruitment and management and experience with the full scope of development activities including discovery, qualification, cultivation, solicitation, recognition and stewardship at the major gift level. Successful track record of developing and implementing strategies for major gift solicitations with demonstrated success in personally securing and closing major gifts.
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Understanding and appreciation of the key role of a university education and in particular Engineering, and the crucial importance of attracting and retaining the very best talent available (students, faculty, staff);• Understanding of the university environment including the integration of research and teaching;• Knowledge of giving vehicles and non-complex gifts;• Proven competence in project management, multi-tasking, planning, analytical and organizational skills;• Excellent communication, interpersonal, oral and writing skills including the expertise to create promotional materials and proposals;• Political acumen and problem solving skills are required;• Willingness to travel and work extended hours as required (some weekends and evenings);• Demonstrated ability to take initiative and work independently and effectively as part of a team with a broad mandate in a fast-paced, highly computerized and challenging environment;• Knowledge and excellence in working with fundraising software is considered an asset.• Demonstrated relationship building skills, excellent time management and proven ability to meet competing deadlines in an organized manner.• Must have strong communication, presentation, and interpersonal skills.• Computer literacy and working knowledge of Microsoft Office and Constituent Management Software.• CFRE or fundraising certificate an asset but not required.• Willingness to travel and occasional evening and week-end work.

Nature and Scope

- **Contacts:** This position represents the Faculty of Engineering and the Office of Advancement to internal stakeholders (collaborating units, faculty and staff). This is an external facing position which requires significant amounts of networking and social engagement, supported by internal partners. Appropriate department, acumen and aplomb is required. Must be comfortable working with a variety of stakeholders including political and community leaders, executives, industry partners and volunteers.
- **Level of Responsibility:** This position has specialized work with minimal supervision, acts in collaboration with Advancement staff in the Faculty of Engineering and other Advancement units across campus, and may provide guidance to others including but not limited to Office of Research and Office of Advancement. This position has specialized work and measured outcomes. It functions in a constructive team environment, but equally requires the ability to progress initiatives and to work independently with minimal supervision. This is not a supervisory position but recommendations and/or guidance to colleagues is required.
- **Decision-Making Authority:** Independently makes decisions about prospect strategies, location and event strategies for engagement with guidance from the Associate Director, Development & Alumni Affairs and works collaboratively with the Advancement team.

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- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
 - **Working Environment:** Availability to travel; some travel within Canada and possible travel to International locations may be requested. Regular working hours, some evening/weekend work required. Minimal exposure to disagreeable conditions. Deadline pressures with demand for thoroughness and accuracy typical of program administration responsibilities