

Job Description

Job Title:	Senior Advancement Officer
Department:	Faculty of Math
Reports To:	Director of Advancement
Jobs Reporting:	none
Salary Grade:	USG 11
Effective Date:	September 15, 2017

Primary Purpose

Accountable to the Director of Advancement for the development and implementation of programs, activities and events for graduates of the Faculty of Mathematics and for corporate and individual fundraising on behalf of the Faculty of Mathematics and University of Waterloo.

Key Accountabilities

The incumbent will manage alumni programs and associated communications, and develop new initiatives and strategies in support of ' priorities within the Faculty and in support of central University Relations' objectives.

Relationship-building programs including, but not limited to the following:

- Recruit and manage volunteers to support student, alumni and development initiatives.
- Support cultivation and stewardship strategies for alumni who should be targeted for specific development approaches and/or volunteer opportunities.
- Conduct external visits with alumni in order to build relationships with potential donors to the faculty. Promote alumni successes through facilitation of nominations of alumni for awards
- Coordinate visits and/or provide support for special guests, donors, and dignitaries.

Identification, cultivation, solicitation and stewardship of major corporate and individual donors Collaborates with other Development Officers within Mathematics Advancement team and other faculties/ODM Creates fundraising materials suitable for presentation to prospective contributors.

- Works with ODAA, Creative Services and Marketing and Strategic Communications as required
- Develops proposals for projects tailored to the specific interests of corporations, foundations, individuals or associations
- Establishes and maintains relationships with the corporate sector (donations officers, senior officers etc.) including calls on companies, arranging site visits to campus, special events, announcements and information exchanges

Planning of alumni programs including, but not limited to the following:

- Develop strategic plans for programs, services and communications for graduates of the Faculty of Mathematics in conjunction with the Mathematics Advancement team and the central Advancement Office.
- Monitor and update the Strategic Plan on an ongoing basis; report progress to the Director of Advancement and to central Advancement Office on a regular basis.
- Create new opportunities for alumni to remain connected through various initiatives - volunteer activities, mentoring programs, student recruitment, co-op work opportunities etc.
- Evaluate alumni events, services, and programs
- Develop, monitor, and make recommendations for the faculty alumni budget

Publications and Communications

- Works with the Communications Officer and Coordinator of Publications and Liaison to assist in the implementation of an integrated communication and marketing plan for the Faculty using both print and electronic media.
- Develops strategies and targeted communications for grad class giving programs; ranges from editing/ proofreading and managing the documents to developing communication pieces.

Coordination and implementation of Events, including but not limited to the following:

- Providing strategic direction/delegation for certain events to the Alumni Program Assistant
- Attending events and acting as ambassador for the Faculty

Required Qualifications

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

Education

- Bachelor's degree required. Education or training related to communication and communication strategies preferred.

Experience

- 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

- Understanding and appreciation of the key role of a university education and in particular Mathematics, 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;

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- 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.
- Willingness to travel and occasional evening and week-end work.

Nature and Scope

- **Contacts:** Internally, makes contacts with the following to obtain action, reach agreement and negotiate: Marketing and Strategic Communications Office of Advancement and Alumni Affairs Registrar's Office Faculty departments and undergraduate students Externally, makes contacts to deal with, influence and motivate Graduates of the Faculty of Mathematics and "customers" including: prospects and donors, corporate executive, community and government organizations
- **Level of Responsibility:** The job has specialized work with minimal supervision.
- **Decision-Making Authority:** Makes decisions on timelines, budget allocation, staffing resources to meet stated objectives Responsible for implementing the overall program plan within the confines of the faculty's strategic plan and budgetary constraints
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment
- **Working Environment:** *Travel:* Extensive travel required, including international travel *Working Hours:* Regular working hours, some evening/weekend work required *Risks -physical and psychological* Physical risks. Physical risks typical of those associated with a business traveller Psychological risks Minimal exposure to disagreeable conditions typical of a supervisory position Disruption in lifestyle due to travel requirements and/or unusual schedules.