

Job Description

Job Title:	Senior Development Officer
Department:	Dean of Mathematics
Reports To:	Director of Advancement, Faculty of Mathematics
Jobs Reporting:	None
Salary Grade:	USG 11
Effective Date:	April 2019

Primary Purpose

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

Key Accountabilities

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 Mathematics fundraising priorities and the University of Waterloo's priority projects and progress.
- Using this knowledge, and in consultation with the 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 Faculty of Mathematics Communications team, 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

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- Establishes and maintains relationships with the corporate sector (donations officer, senior officers, etc.), including calls to 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 Advancement Officer in coordinating communications and building relationships with students, young alumni and graduates.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- University degree or equivalent education or experience

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 record of accomplishment 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.
- 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 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 weekend work.

Nature and Scope

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- **Contacts:** This position represents the Faculty of Mathematics 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 Mathematics 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 Director of Advancement, Faculty of Mathematics and works collaboratively with the Advancement team.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
- **Working Environment:** Availability to travel; some travel within Canada, US, 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