

Job Description

Job Title:	Associate Director, Development
Department:	Dean of Mathematics
Reports To:	Director of Advancement, Faculty of Mathematics
Jobs Reporting:	Senior Development Officers, Development Officer
Salary Grade:	USG 12/13
Effective Date:	June, 2018

Primary Purpose

The Associate Director, Development (USG 12/13) is responsible for the implementation of fundraising and donor relations plans and strategies in several key program areas. Other responsibilities will include mentoring of the Faculty of Mathematics Development and Senior Development Officers and other staff and working closely with other Central Office AD(s) to assist with strategic internal management functions.

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.

1. Fundraising Responsibilities and Management:

- Oversees and directs the strategic development of cultivation and solicitation plans and gift proposals for specific projects, including written proposals, oral presentations and volunteer management.
- Tracks the progress of proposals and intermediate strategies for moves between submission and decision to ensure timely closure.
- Mentors development staff
- Oversees development of stewardship plans, including the appropriate publicity and recognition of gifts, the reporting of monies spent and progress, and the building of long term relationships.
- Responsible for direct publicity and recognition of gifts
- Plans events, announcements or publicity as part of principal stewardship strategies
- Accepts all gift types, with expert assistance, and develops terms of reference
- May develop a budget and has the technical ability to manage a budget

2. Prospect Management:

- Manages, plans, develops, implements and evaluates fundraising strategies for a significant pool of assigned major gift prospects; consisting of individuals, alumni, corporations, foundations; may be responsible for prospects in a geographic area.
- Participates in prospect identification, review, research, management, clearance and coordination
- Ensure that proposals are developed to meet the interests of the prospect and represent all relevant faculties across campus including interdisciplinary and complex projects
- Ensure that the most appropriate volunteers and faculty-staff are well briefed and involved in the cultivation, solicitation and stewardship of the donors.

- Proficiency in use of technology, specifically fundraising software to ensure detailed notes are recorded for prospect tracking and clearance systems.

3. Strategic Planning:

- Develops and maintains a good working knowledge of the University's activities and the Faculty of Mathematics priority projects
- Develops annual goals and strategic plans for assigned portfolio with some assistance from the Director of Advancement, Faculty of Mathematics
- Responsible for developing an annual Development business plan and reporting on its progress to the Director at regular intervals.

4. Relationship building and maintenance including, but not limited to, the following activities:

- Participates in the identification, recruitment, training, management and stewardship of volunteer teams.
- Develops effective relationships with senior academic administrators, faculty and senior national and international volunteers (identifies, motivates and advises volunteers) as well as representatives of the philanthropic community.
- Through cultivation and solicitation efforts, establishes and maintains relationships with appropriate senior officers, board members, and donations officers in corporate, foundation, association, and individual sectors.
- Works closely with professional associations in order to further build and strengthen our alumni contacts

Required Qualifications

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

Education

- Bachelor's Degree required.
- CFRE is a strong asset.

Experience

Recent fundraising experience with extensive experience in securing major gifts; or extensive equivalent education and experience. Recent experience in capital campaign administration. Preference for applicants having previous business-sector and/or high-tech or finance sector experience. Must have a successful track record of soliciting and closing major gifts as well as senior volunteer management experience. Proven ability to think strategically and work independently in driving new initiatives and enhancing existing programs and be able to effectively articulate these initiatives. This is a demanding, challenging and exciting role that requires a results-oriented and creative individual with demonstrated relationship building skills. A proven track record of success in an outreach capacity including developing and executing strategies, project management, and producing a variety of material. A keen awareness and knowledge of relevant individuals in the corporate sector (i.e. high-tech, banking, insurance, finance, investment etc..) related associations, community and government is necessary; an established network is an asset. Excellent time management skills and demonstrated ability to meet competing deadlines in an organized manner. Must have strong leadership, communication (oral and written), presentation, and interpersonal skills; supervisory and mentoring experience is strongly

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preferred. Proven ability to work collaboratively in a high functioning team within a dynamic environment. Strong understanding of the university environment including the integration of research; an in-depth understanding of the Faculty of Mathematics is an asset. Experience fundraising in a university environment is a strong asset. Occasional travel as well as evening and week-end work is a requirement of this position.

Knowledge/Skills/Abilities

Intermediate experience with MS Word, basic experience with Excel and PowerPoint as well as Constituent Management Software such as Raiser's Edge.

Nature and Scope

- **Contacts:** Close collaboration and sharing of experience will be expected between colleagues across Advancement and the Faculties.
 - **Significant Internal Relationships** Dean, Faculty of Mathematics Director of Advancement, Faculty of Mathematics Faculty and Staff, Faculty of Mathematics Vice-President, Advancement Associate Vice-President, Development Associate Vice-President, Advancement Services Associate Vice-President, Alumni Relations Associate Vice-President, Principal Gifts Faculty of Mathematics Advancement Team Executive/Finance Officer (s), Faculty of Mathematics Communications and Public Affairs (CPA) Government Relations within University Relations Senior administrators (President, Provost) Other Faculty Deans and Associate Deans Advancement Staff in other Faculties and colleges (FUAC) Annual Fund team, Donor Relations and Stewardship team, Leadership Giving team and Prospect Research team Office of Research Co-operative Education and Career Services Student Awards and Financial Aid Office Graduate Studies Office
 - **Significant External Relationships** Prospects and donors for cultivation, solicitation and stewardship purposes Executives in corporations, associations, community or government organizations Volunteers associated with UW boards & committees Alumni Research partners External community representatives
- **Level of Responsibility:** The job has specialized work with minimal supervision and provides guidance to others. The job includes responsibility for functional direction of Development Officers and Senior Development Officers
- **Decision-Making Authority:** Individuals at this level are expected to create complete strategic fundraising plans, work on multiple interdisciplinary projects that may have changing priorities, manage and mentor staff and volunteers, develop annual goals, strategic plans, accept all gift types, manage budgets and plan events and announcements almost autonomously with some direction from supervisor.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment

Working Environment:

- Travel: Occasional travel required, including international travel.
- Working Hours: Regular working hours, some evening/weekend work required.
- Risks – physical and psychological:
 - Physical risks: No significant risks; Physical risks typical of those associated with a business traveller

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- Psychological risks: No significant risks