

## Job Description

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<b>Job Title:</b>	<b><u>Development Officer</u></b>
<b>Department:</b>	Mathematics
<b>Reports To:</b>	Director of Advancement, Mathematics
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 9-11
<b>Effective Date:</b>	December, 2017

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### **Primary Purpose**

Accountable to the Director of Advancement, Mathematics for corporate and individual fundraising on behalf of the Faculty of Mathematics and the University of Waterloo. 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**

<p>1. Work closely with staff, faculty members, alumni, students and volunteers in the Faculty of Mathematics and with staff in the Office of Advancement (OOA) and other university departments</p> <ul style="list-style-type: none"> <li>• Develop and implement fundraising projects and programs for the Faculty of Mathematics with guidance from the Director of Advancement</li> <li>• Work in conjunction with faculty subject matter experts to solicit technical content</li> </ul>
<p>2. Identification, cultivation, solicitation and stewardship of leadership level corporate and individual donors</p> <ul style="list-style-type: none"> <li>• Develop and maintain a good working knowledge of the unit's fundraising activities and priorities</li> <li>• Support work with the corporate sector and/or individual constituents including participating on cultivation and solicitation calls, arranging site visits to campus, special events, information exchanges and helping with the creation of fundraising materials</li> <li>• Work closely with other Development Officers and Alumni Officer within Mathematics Advancement team and other faculties/OOA</li> <li>• Work closely with OOA, utilizing the central support services and systems for gift processing, prospect research, alumni/donor record keeping, writing and proposal support</li> <li>• Prepare and update central file notes as a result of contacts with donor prospects and friends in order to maintain central record accuracy/currency</li> </ul>
<p>3. Working across the entire Mathematics faculty to discover prospects in a number of sectors such as finance, insurance, IT, health etc.</p>

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4. Support volunteer activity in fundraising projects and programs with guidance by the Director of Advancement

### **Required Qualifications**

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

<b>Education</b> <ul style="list-style-type: none"><li>• University degree or equivalent education or experience</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• USG 9 – 0-1 years of progressive fundraising experience</li><li>• USG 10 – 1-3 years of progressive major gift fundraising experience</li><li>• 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.</li></ul>
<b>Knowledge/Skills/Abilities</b> <ul style="list-style-type: none"><li>• 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);</li><li>• Understanding of the university environment;</li><li>• Knowledge of giving vehicles and non-complex gifts;</li><li>• Proven competence in project management, multi-tasking, planning, analytical and organizational skills;</li><li>• Excellent communication, interpersonal, oral and writing skills including the expertise to create promotional materials and proposals;</li><li>• Problem solving skills are required;</li><li>• Willingness to travel and work extended hours as required (some weekends and evenings);</li><li>• 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;</li><li>• Knowledge and excellence in working with fundraising software is considered an asset;</li><li>• Demonstrated relationship building skills, excellent time management, and proven ability to meet competing deadlines in an organized manner;</li><li>• Must have strong communication, presentation, and interpersonal skills.</li><li>• Computer literacy and working knowledge of Microsoft Office and Constituent Management Software;</li><li>• CFRE or fundraising certificate an asset but not required.</li><li>• Willingness to travel and occasional evening and week-end work.</li></ul>

### **Nature and Scope**

- **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. 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 in the Office of Advancement. This position has specialized work and measured

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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 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 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