

## Job Description

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<b>Job Title:</b>	Advancement Coordinator
<b>Department:</b>	Office of Advancement
<b>Reports To:</b>	Director, Major and Principal Giving
<b>Jobs Reporting:</b>	Coop Students
<b>Salary Grade:</b>	USG 7
<b>Effective Date:</b>	January 2018

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### **Primary Purpose**

Reporting to the Director, Major and Principal Giving, Advancement Strategy, the incumbent provides a full range of administrative and project support to assigned staff on the team. The Advancement Coordinator is a key central resource person for matters regarding university-wide partnerships, long-term relationships, university strategic and geographic initiatives. The Advancement Coordinator will also supervise, direct and evaluate the work of one to two Co-op/Work Study students per term and provide key support to the Director's administrative deliverables.

### **Key Accountabilities.**

#### **Administrative**

- Prepare the AVP Advancement Strategy/Director/Associate Directors with materials required for effective participation in and/or chairing of meetings with committees, organizations, donors and prospects meetings
- Coordinate travel arrangements for the Director, AVP, other senior leaders and guests of the team
- Ensure all participants for calls (UW staff and volunteers) are fully briefed and prepared with materials and act as liaison between senior Faculty and staff members
- Primary responsibility for Principal Gift Agreement templates and processes as well as MOUs, proposals, and supplier contracts
- Responsible for records and files for the office in accordance with University records management and retention policies, guidelines and legislated requirements
- Interact with the Offices of Deans, Directors and other senior administrators to relay information, seek advice, and engage parties in visits/events/meetings
- Provide both high-level and general administrative support including but not limited to mail, email and voicemail, including confidential matters, screening calls and walk-in inquiries; arranging travel, teleconferences, etc; notes information that requires follow up and independently responds to inquiries and composes associated draft correspondence, reports, etc
- Coordinate the Director's schedule, ensuring that necessary preparations and materials are in place according to needs
- Lead the department's special events, working closely with other departments on campus, including the President's office as well as local and international caterers and suppliers
- Provide administrative support for the development of promotional materials for special fundraising projects for the Advancement Strategy team

#### **Business Officer Activities**

- Establish vendor's accounts for payment of their commitments and contributions to the university

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- Assist the AVP and Director in the preparation of the operating budget of the Advancement Strategy Office; coordinate submissions from Associate Directors; monitor the budget and follow up on financial matters as required
- Prepare projections and variance reports as necessary and process financial forms/reports; coordinate with Finance regarding budgets, reporting, etc.
- Manage monthly account reconciliation and maintain expense records for all transactions
- Create reports from Raisers Edge database
- Maintain a database of vendors, suppliers and venues
- Manage 1-2 coop students including hiring, and prioritizing and assigning work

### **Special Projects**

- Administer and coordinate special projects and departmental initiatives; research topics, analyze data, and create PowerPoint and other graphic presentations
- Work closely with the Advancement Strategy team on building relationships with other departments within the Faculty /University and with external stakeholders
- Manage the administration activities of the Major and Principal Giving multi-track partnerships, generating reports for the unit
- Establish and maintain a relationship database of individuals, corporate and foundation sector partners, senior officers, board members, and investment officers

### **Data Gathering and Reporting**

- Prepare internal reports to monitor the progress of fundraising campaigns including: overall reports by project; project specific reports – i.e. department, stewardship, endowment, award, annual fund; generate reports from the various University database reporting systems such as Raiser's Edge
- Organize and maintain a filing system (both hard copy files and shared computer files); track and record on-going activities and events; compile volunteer information
- Facilitate routine inquiries about award and fundraising activities
- Work with Research Officer to ensure alumni and donor records are current and accurate by receiving and updating the database with new information in a timely manner
- Leverage extensive contacts and relationships across campus to solve problems, gather data and ensure administrative initiatives are successful

## **Required Qualifications**

### **Education**

- Post secondary degree/diploma or equivalent combination of education and experience

### **Experience**

- 5+ years of professional experience providing administrative assistance to a senior role
- Proven ability to build strong relationships at all levels of an organization, as well as with external constituents
- Demonstrated ability to operate successfully in a multi-stakeholder, complex environment
- Demonstrated ability to work independently, with ambiguity and thrive in a fast-paced, entrepreneurial environment
- Demonstrated experience performing research and preparing briefs and summaries

### **Knowledge/Skills/Abilities**

- Strong communication and interpersonal skills with strong customer focus, sensitivity to diversity and excellent judgment and sensitivity on confidential issues
- Ability to foster positive relations and manage a range of relationships
- Ability to contribute as a team player, projecting a positive, professional, courteous and congenial attitude

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- Shows initiative and confidence in decision making and problem solving abilities
- Strong financial reporting skills including budget development, oversight and forecasting
- Demonstrated ability to work independently and thrive in a fast-paced, entrepreneurial environment, effectively managing complex competing priorities while maintaining a high degree of accuracy, quality of work, and attention to detail
- Strong technical skills related to data storage and organization, and ability to manage complex detailed work
- Knowledge of the University's policies, procedures and operating requirements, and the academic culture on campus; familiarity with university governance systems an asset
- Strong initiative with the ability to anticipate the needs of the Director and AVP

### Nature and Scope

- **Contacts:** Communicates regularly with stakeholders across campus from all levels of the organization, representing the department with strong interpersonal skills and a focus on client service. Sensitivity to the diverse student and staff population on campus, often working with confidential and sensitive information requiring a mature and professional demeanour.
- **Level of Responsibility:** This position has specialized work with limited supervision from the Director and acts in collaboration with the Advancement Strategy team. Supervises, directs and evaluates the work of one to two coop students each term as well as international work-study students.
- **Decision-Making Authority:** Makes decisions with respect to the most efficient use of the Director's time (i.e. attendance at meetings, events, speaking engagements, international travel). Ensures that only key issues are brought to the attention of the Director – goal is to ensure minimal escalation of matters so that the Director can focus on priority initiatives. Involved in decisions relating to the administration and financial reporting of the Principal Gifts program including changes to systems and work processes.
- **Physical and Sensory Demands:** This position works under very challenging time constraints, constant interruptions and changes to priorities. Extended time at the computer. Use of a BlackBerry allows the Advancement Coordinator to be accessible to the Director and AVP at all times and beyond normal business hours. Access to the internet from home is an ongoing requirement for this position.
- **Working Environment:** Typical environmental factors related to a busy office environment. Office based with some work beyond normal business hours and some event work. Flexibility in working hours and overtime will be required.