

Job Description

Job Title:	Advancement Coordinator
Department:	Advancement, Faculty of Mathematics
Reports To:	Director of Advancement, Mathematics
Jobs Reporting:	Co-op Students
Salary Grade:	USG 6
Effective Date:	September 2017

Primary Purpose

Reporting to the Director of Advancement, Faculty of Mathematics, the incumbent provides a full range of administrative, clerical and project support to the Math Advancement Team. The Advancement Coordinator is considered a key central resource person to the Team and the Faculty of Mathematics for matters regarding alumni, individual, corporate and foundation partnerships, University strategic and geographic initiatives. The Advancement Coordinator will also supervise, direct and evaluate the work of a Co-op student each term and provide key support to the Director's administrative deliverables.

Key Accountabilities

Advisory

- Acts as the first point of contact for the Director of Advancement and the Advancement Team, establishing priorities for inquiries and redirecting/forwarding when appropriate. Ensures that departmental values are upheld and that information being provided is consistent and accurate.
- Provides advice based on Advancement and Finance policies and procedures, critical analysis using monthly Raiser's Edge reports and budget analysis and reporting to the Director of Advancement, the team and internal/external stakeholders regarding issues impacting the Faculties' major gift activity and the achievement of the Director's priorities.
- Facilitates the work of the Math Advancement Team by identifying linkages and emerging issues and opportunities between geographic, departmental and donor portfolios and by making recommendations that enhance systems/processes/programs that support the priority of the Director.
- Supervises, assigns work, and evaluates the work of Co-op student(s) each term, in addition to multiple work-study international students.
- Liaises with Human Resources regarding relevant staff policies and procedures on behalf of the department, and coordinates all departmental recruitment activities.

Administrative

- Provides both high-level and general administrative support and financial oversight for the department, ensuring that tasks are completed in a timely manner. Communicates administrative and financial priorities to the Director, including an analysis of how priorities are established and what follow up is required.
- Coordinates the Director of Advancement's schedule, ensuring that necessary preparations and materials are in place according to the needs of the event and an appropriate timeline.
- Coordinates travel arrangements for the Director, Dean of Math, other senior leaders and guests of the Faculty of Math.
- Responsible for the development of departmental processes, recommending changes to operational procedures if appropriate. Has primary responsibility for Math Advancement Gift Agreements and processes as well as MOU's, proposals and supplier contracts.
- In consultation with other departments as needed, drafts all scholarship and sponsorship agreements and coordinates the necessary approvals.
- Leads the department's special events, working closely with other departments on campus.
- In conjunction with other leaders and alumni, coordinates campus visitors and their itineraries.

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- Creates and edits departmental communications, including memos, letters, proposals, promotional materials and briefing notes etc.
- Onboarding of new employees, ensuring that appropriate resources are in place and that administrative access is set up properly.

Data Integrity and Reporting

- Oversight and data entry for multiple databases, collaborating with other stakeholders to ensure the accuracy and integrity of all records regarding vendors, suppliers and venues for special events in accordance with University records management and retention policies, and legislative requirements if needed.
- Performs research needed for various departmental and compliance documents, including the Annual Business Plan, creating presentation materials and statistical reports.
- Prepares reports to monitor the progress of department's fundraising campaigns.

Financial Oversight

- Development and oversight of the department's budget, including submissions, expenses, reporting, analysis and forecasting.
- Responsible for managing a small office budget to arrange for office supplies, travel arrangements, catering, etc.

Required Qualifications

Education

- University degree or equivalent post-secondary education and/or experience required

Experience

- 3-5 years in an administrative role, providing support to a senior role is preferred

Knowledge/Skills/Abilities

- Collaborative team player comfortable with the intake of information from a variety of sources and organizing for optimal storage and use.
- Proven ability to build strong relationships and influence individuals at all levels of an organization, as well as external partners.
- Independent judgement in areas of time management, task prioritization and decision-making.
- Strong financial reporting skills including budget development, oversight and forecasting.
- Demonstrated ability to successfully operate in a multi-stakeholder and complex environment.
- High level of maturity and empathy; dealing with sensitive and confidential information with sensitivity and integrity.
- 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.
- Strong initiative with the ability to anticipate the needs of the Director and Math Advancement Team.
- Proactive and highly resourceful.
- Superb time management skills with a demonstrated ability to effectively set priorities, identify problems and recommend appropriate solutions.
- Demonstrated experience performing research and preparing briefs and summaries.
- Strong communication skills (both verbal and written).
- Exceptional interpersonal skills with strong customer focus, sensitivity to diversity and excellent judgement 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. Initiative, confidence, ability to troubleshoot and problem solve.

Nature and Scope

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- **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 of Advancement and acts in collaboration with the Advancement team. Supervises, directs and evaluates the work of a Co-op student each term as well as international work-study students.
- **Decision-Making Authority:** Makes decisions regarding scheduling and travel on behalf of the Director of Advancement. Handles departmental inquiries, ensuring that only critical issues are escalated to the Director. Involved in decisions relating to the administration and financial reporting of the Math Advancement team including changes to systems and work processes. This position can make independent decisions and works collaboratively with the Math Advancement Team. Independently obtains travel projections from team members and assembles budget for approval, prepares projections and variance reports as necessary and makes budget recommendations to the Director of Advancement. Makes independent event-based decisions on timing, location based upon knowing the objectives and constituents associated with the event here on campus and elsewhere around the world. The incumbent makes regular information-based decisions using sound judgment and the collaboration of other team members. Independently creates departmental communication to other departments on campus regarding new scholarships and sponsorships. Independently assesses which endowment reports need further research by liaising with Central Advancement, Finance Officer, Student Awards Office and others.
- **Physical and Sensory Demands:** This position works independently, responding to a high volume of inquiries and requests for information, maintaining composure and a strong work ethic to coordinate the various demands, competing and changing priorities, and constant interruptions. Some flexibility in working hours and overtime may be required. Extended time at the computer.
- **Working Environment:** Typical environmental factors related to a busy office environment. Maintains strong interpersonal relationships with other team members, and professional relationships with other departments on campus. Fosters professional and trusting relationships with external partners and stakeholders.