

Job Description

Job Title:	Advancement Manager
Department:	Dean of Engineering
Reports To:	Director of Advancement
Jobs Reporting:	Administrative Assistant, Advancement Coordinator
Salary Grade:	USG 9
Effective Date:	November 2018

Primary Purpose

The Advancement Operations Manager provides overall administrative and operational support in carrying out activities under the Director's area of responsibility including: marketing and communications, development and alumni affairs. It is the responsibility of the Manager to assist the Director in handling a wide variety of activities at a high level of performance and to ensure that the office operates in an efficient and professional manner. H/she manages special assignments and activities on behalf of the Director, and may provide support and direction to Associate Directors in the Advancement unit. The Assistant supervises two administrative staff members and directs the work of coop students.

Key Accountabilities

Special Projects

- Administers and coordinates special projects and departmental initiatives. Researches topics, analyzes data, creates powerpoint and other graphic presentations.
- Works closely with the Director on building relationships with other departments within the Faculty /University and with external stakeholders.
- Regularly reviews the Dean of Engineering's web sites to ensure accurate and up-to-date information and links exist. Assists with developing content and updating using the content management system

Committee Support and External Linkages

- Supports the Director on internal and external committees/Boards and/or acts as a resource person to such committees. May take and compile minutes, prepare agenda and perform follow up as required. Conducts research on associated topics and prepares reports as necessary.
- Contacts donors, senior corporate and university officials to coordinate meetings on behalf of the Director, and often, the Dean and senior university volunteers, requiring the coordination of several individuals' calendars, and in several geographic locations
- Organizes campus visits for senior corporate officials, dignitaries and donors, often involving the Dean, President and other senior faculty members.

Financial and Reporting

- Assists the Director in the preparation of the operating budget of the Advancement Office. Coordinates submissions from Associate Directors and direct reports. Monitors the budget and follows up on financial matters as required. Prepares projections and variance reports as necessary. Processes financial forms/reports. Coordinates with Finance regarding budgets, reporting, etc.
- Manages the monthly account reconciliation and maintains expense records for all transactions going through the Advancement Office's operating account
- Creates reports from Raisers Edge database

Staff Management

- Establishes an efficient administrative unit based on best practices
- Manages and coaches two direct reports
- Hires, prioritizes and assigns work, and manages two coop students

Administrative Operations

The incumbent must have a broad knowledge of the various activities and responsibilities of the Director in order to prepare the Director with the materials required for effective participation in and/or chairing of meetings with committees, organizations, donors and prospects.

- Coordinates and manages the Director's schedule ensuring that all necessary information and documentation is prepared and available in order to meet the needs of the Director's timetable.
- Researches and writes confidential briefing notes in preparation for donor/corporate/individual meetings by the Director, Dean and/or President
- Ensures all participants for calls (UW staff and volunteers) are fully briefed and prepared with materials
- Acts as liaison with senior Faculty and staff members. Determines the nature and priority of business and provides information to faculty, staff, students, student organizations, and other internal and external contacts daily via in-person, email and voice mail inquiries. Assists the Director with increasing the sense of Advancement's identity, cohesion and team collaboration.
- Interacts frequently with the Office of the President, Provost, and other administrators to relay information, seek advice, engage parties in visits/events/meetings
- Given the Director's schedule which requires frequent out of office calls/visits to other cities, the incumbent needs to maintain management of the office in Director's absence while keeping the Director well informed of priorities and urgencies arising
- Provides 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 require follow up. Independently responds to inquiries and composes associated draft correspondence, reports, etc.

Manages the administrative functions of the Advancement office (for Development, Alumni Affairs, Special Events and Marketing and Communications) and supervises two administrative staff members.

- Designs and maintains the office filing systems, electronic and hard copy.
- Provides logistical support and coordination for a variety of Advancement events (alumni, donor, recruitment, Dean's Office)
- Coordinates travel arrangements, travel claims, as necessary
- Tracks vacation/sick days
- Manages databases and departmental mailings (print and electronic) for the annual report, alumni appeals and magazine, event invitations, etc.
- Orders and maintains inventory of advancement materials and supplies (promotional collateral, office supplies, promotional items, etc)
- Maintains filing system for photography and imagery
- Organizes and manages donor data entry into Raiser's Edge database
- Schedules and coordinates internal and external meetings, equipment and support materials.
- Prepares, assembles, edits and proofreads memos, letters, proposals, presentations and other materials to support development and alumni activities
- Records, transcribes and distributes meeting minutes

Other administrative functions, including but not limited to:

- Serving as a resource to departments with regard to special events in the Faculty
- Providing direction and advice to student groups within the Faculty regarding student-run events

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- Maintaining a database of vendors, suppliers and venues
- Creating event reports
- Assisting in the co-ordination of tours for special guests, donors, dignitaries and visitors
- Other duties as assigned by the Director, Advancement

**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

<p>Education</p> <ul style="list-style-type: none"> • University undergraduate degree preferred, or equivalent combination of education and experience.
<p>Experience</p> <ul style="list-style-type: none"> • Administrative leadership, project management and managerial experience with a demonstrated ability to manage concurrent projects under tight deadlines; • Development and alumni relations experience an asset • Experience developing, monitoring and managing budgets; ability to synthesize and organize financial information; analytical skills. • Event planning experience
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none"> • Must be a strong communicator (oral and written) with the ability to build relationships with senior administrators, alumni, donors, and students; • Comfortable in high profile networking environments where developing new relationships is expected; • Possess strong planning and organization skills with exceptional attention to detail; • Must be a problem solver with a friendly, professional, customer service oriented personality; • High level planning, time-management and project management skills. • The ability to interact with a wide variety of people in many different contexts • Ability to conduct themselves with a high degree of diplomacy and tact • Possess the ability to adhere to privacy guidelines

Nature and Scope

- **Contacts:** Interacts regularly with the Dean, Associate Deans, Directors of Advancement, students, alumni and donors.
- **Level of Responsibility:** Must be able to make informed decisions cognizant of broader accountability in a role representative of the university; Ability to take initiative where minimal direction is provided; Be proactive in contributing ideas and solutions to the Director and other team members; Provide guidance and support to team members; Establishes goals in consultation with Director, Advancement
- **Decision-Making Authority:** Directs administrative functioning of the Advancement Unit, Direct co-op students in project-based initiatives Recommends program modifications when necessary
- **Physical and Sensory Demands:** No significant physical risks. Minimal exposure to disagreeable conditions typical of a supervisory position
- **Working Environment:** Travel: Occasional travel required Working Hours: Regular working hours, some evening/weekend work required. Risks – physical and psychological