

Job Description

Job Title:	Associate Director, Development
Department:	Dean of Engineering
Reports To:	Director, Development & Alumni Affairs
Jobs Reporting:	Senior Development Officer Development Officer
Salary Grade:	USG 12/13
Effective Date:	December 2023

Primary Purpose

The Associate Director, Development is responsible for the implementation of fundraising campaigns for the Faculty of Engineering. Using professional expertise in fundraising, proactive leadership skills and outstanding communications and interpersonal skills, the Associate Director is directly responsible for executing the major gifts, annual giving and leadership fundraising, strategic internal management, and managing a personal portfolio of major and principal gift prospects and donors. Other responsibilities include providing leadership to three fundraising staff members which include: 2 Development Officers and 1 Senior Development Officers.

Key Accountabilities

Fundraising program implementation

- Develops and maintains a good working knowledge of the University's activities and the Faculty of Engineering's priority projects;
- Serves as a front line fundraiser and manages, plans, develops, implements and evaluates fundraising strategies for a significant pool of assigned major gift prospects consisting of individuals, alumni, corporations, foundations; also responsible for prospects in assigned geographic areas
- Assists the Director of Development & Alumni Affairs in the Faculty of Engineering with management and implementation of special projects and campaign planning and priorities as assigned;
- Directly responsible for the Annual Fund and Leadership giving portfolio of the Faculty
- Actively manages prospect identification, review, research, management and clearance;
- Directs the strategic development of cultivation and solicitation plans and gift proposals for specific projects, including written proposals, oral presentations and volunteer management;
- Participates in the identification, recruitment, training, management and stewardship of volunteer teams when applicable.

Team Leadership & Management

- Provides leadership to fundraising staff that consists of 2 Development Officers and 1 Senior Development Officer
 - Includes proactive training, mentorship and management of direct reports and development of tools and resources for these team members;
 - Motivates by providing leadership, priority setting and management direction and empowering them to strive and achieve agreed upon goals while ensuring that they have the necessary knowledge and tools for success.

Annual Fund (Note that Annual Fund is not a part of the Associate Director’s responsibility in Math. Instead they have responsibility for Donor Relations)

- Works with assigned Development Officer to articulate the Faculty fundraising priorities for incorporation into central annual giving activities aimed at achieving a high rate of participation among Alumni, Faculty, Staff, Retirees and Friends of the Faculty of Engineering;
- Actively participates in stewardship of annual donors to the Faculty of Engineering by providing information and impact statements to inform stewardship activities managed centrally and by creating strategies for Faculty-specific stewardship activities aimed at deepening engagement with current donors and building the pipeline for Leadership, Major, and Planned Gifts;
- Encourage the partnerships between Faculty of Engineering advancement staff and key Annual Giving staff in order to build strategy around identifying, cultivating, soliciting and stewarding Circle level and Faculty/Staff/Retiree donors and prospects.

Major Gifts

The Associate Director of Development has particular responsibility for identifying cultivating, soliciting and stewarding major donors at the highest possible level (\$100,000 to \$1M+).

- With the Director of Development & Alumni Affairs organizes and executes the Faculty’s Major Gift Program; establishes a prospect review program to evaluate giving potential of individual, corporate and foundation prospects across Canada and internationally;
- Assumes primary responsibility for a significant portfolio of major gift prospects and donors; develops and implements tailored action plans, solicitation strategies and proposals, and stewardship plans for each prospect; makes face-to-face calls both with and without key volunteers and University faculty;
- Through cultivation and solicitation efforts, establishes and maintain relationships with appropriate senior officers, board members and donations officers in corporate, foundation, associations and individual sectors
- Initiates relationships with potentially generous donors, develops and cultivates commitment and works toward its translation into financial and volunteer support;
- Initiates, leads, directs and manages programs designed to obtain maximum financial support from a wide range of potential individual donors;
- Directs proactive research on individuals identified as having significant donor potential;
- Plans and hosts campus visits for principal and major gift donors and prospective donors and alumni.
- Ensures detailed notes are recorded for the prospect tracking and clearance systems and prepares regular progress reporting on fundraising targets through standardized reporting tools and systems

Relationship Building and Maintenance including but not limited to the following:

- Develops effective relationships with senior academic administrators, faculty and senior 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, and donations officers in corporate, foundation, association and individual sectors.

**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

Job Description



Education <ul style="list-style-type: none">• University degree or equivalent education and experience
Experience <ul style="list-style-type: none">• Minimum 8 years of progressive fundraising experience with capital campaign experience considered an asset• Competencies will include strategic thinking, people management, interpersonal, organizational and communication skills;• Working knowledge of the university environment and in particular, the Faculty of Engineering is a definite asset.
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Adept at learning and using a CRM database in support of advancement activities (ie. Raiser's Edge)• Understanding and appreciation of the key role of a university education and in particular Engineering, and the crucial importance of attracting and retaining the very best talent available (students, faculty, staff);• Understanding of the university environment including the integration of research and teaching;• Knowledge of giving vehicles and non-complex gifts;• Proven competence in project management, multi-tasking, planning, analytical and organizational skills;• Excellent communication, interpersonal, oral and writing skills including the expertise to create promotional materials and proposals;• Political acumen and problem solving skills are required;• Willingness to travel and work extended hours as required (some weekends and evenings);• 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;• Knowledge and excellence in working with fundraising software is considered an asset.• Demonstrated relationship building skills, excellent time management and proven ability to meet competing deadlines in an organized manner.• Must have strong communication, presentation, and interpersonal skills.• Computer literacy and working knowledge of Microsoft Office and Constituent Management Software.• CFRE or fundraising certificate an asset but not required.

Nature and Scope

- **Contacts:** This position represents the Faculty of Engineering and the Office of Advancement to internal stakeholders including but not limited to: Dean and Associate Deans in Engineering, Faculty leadership, Associate Vice-Presidents in Advancement, Principal Gifts team, Faculty of Engineering Communications team, Senior administrators, other Faculty Deans and Associate Deans, Advancement staff in other Faculties and Colleges, Donor Relations and Stewardship team, Annual and Leadership Giving team, Prospect Research team, Office of Research, Co-operative Education and Career Services, Student Awards and Financial Aid Office, and Graduate Studies & Postdoctoral Affairs. This is an external facing position which requires significant amounts of networking and social engagement, supported by internal partners. Appropriate department, acumen and aplomb is required. Must be comfortable working with a variety of stakeholders including political and community leaders, executives, industry partners and volunteers including but not limited to: Prospects and donors for cultivation, solicitation, and stewardship; executives in corporations, associations, community, or government organizations; volunteers associated with UW boards and committees; and external community representatives.

Job Description



- **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, liaise with Central Advancement's annual and leadership team almost autonomously with some direction from supervisor. Directs functioning of the Development team in consultation with the Director, Development and Alumni Affairs.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment
- **Working Environment:** Travel required, regular working hours, some evening/weekend work required. Minimal exposure to disagreeable conditions typical of a supervisory position