

Job Description

Job Title:	Development Officer, Leadership Giving
Department:	Office of Advancement
Reports To:	Director, Development or designate
Jobs Reporting:	None
Salary Grade:	USG 9 - 11
Effective Date:	February 2018

Primary Purpose

The Development Officer, Leadership Giving, identifies, cultivates, solicits, and stewards leadership donors for the University of Waterloo. The incumbent will build a robust pipeline of donors, and will serve as a major communication liaison with UW's Academic Faculties and other units to ensure seamless sharing of information related to donor strategies and activities.

Key Accountabilities

<p>Fundraising</p> <ul style="list-style-type: none"> • Formulates, recommends, and implements qualification, cultivation, solicitation, and stewardship strategies to secure gifts from current donors, alumni, faculty, staff, retirees, and friends • Achieves a high volume of donor contact annually as determined by performance metrics • Maintains/updates contact reports and the database by ensuring that meeting notes are recorded and significant moves are tracked in the system in a timely fashion • Develops knowledge of giving vehicles and non-complex gifts, refers planned giving
<p>Program Administration</p> <ul style="list-style-type: none"> • Develops and maintains a good working knowledge of the University of Waterloo's activities, priorities, and fundraising projects • Analyzes trends and results, and provides input regarding leadership giving strategies and the annual plan • Works with the Director to set goals and regularly review prospect activity • Generates written materials associated with the fundraising process, such as reports and general correspondence
<p>Collaboration, Communication and Cross-program Coordination</p> <ul style="list-style-type: none"> • Assists Leadership Giving Team in creating fundraising materials suitable for presentation to prospective contributors • Serves as an effective ambassador for the university and Leadership Giving • In collaboration with the donor relations team, works towards achieving exemplary stewardship of assigned leadership donors • Works in close collaboration with colleagues in Central and Faculty Advancement Teams
<p>Coordination and Special Projects</p> <ul style="list-style-type: none"> • Assists with recruitment, training, and management of volunteers as assigned • Undertakes special projects as assigned by the Director, Development • Ensures that fundraising efforts across different teams remain in line with UW standards and best practices

Required Qualifications

Education <ul style="list-style-type: none">• University degree or equivalent education and experience required
Experience <ul style="list-style-type: none">• Three to five years of proven fundraising and/or developing meaningful partnerships with proven results, high volume prospect activity and some volunteer recruitment/management experience• Understanding of the university environment• Experience with project management
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Understanding and appreciation of the key role of a university education, and the crucial importance of attracting and retaining the very best talent available (students, faculty, staff)• Some knowledge of giving vehicles and non-complex gifts• Good analytical and organizational skills• Excellent communication, interpersonal, oral, and writing skills, including experience with promotional materials and proposals• Proficient in utilizing internet research tools for prospect management• Political acumen and problem solving skills are required• 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• Willingness to travel and work extended hours, as required• Proficient in MS Office and Constituent Management Software (or similar)• Proficiency in Raiser's Edge is an asset

Nature and Scope

- **Contacts:** This position represents the university 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, volunteers and senior campus leaders.
- **Level of Responsibility:** This position has specialized work with minimal supervision, acts in collaboration with Advancement staff across many units, and may provide guidance to others. Represents the Office of Advancement to internal stakeholders (faculty and staff) and represents the University of Waterloo to external stakeholders.
- **Decision-Making Authority:** Independently makes decisions, with guidance from the Director, Development, about prospect strategies, location and event strategies for engagement, working collaboratively with Advancement team members.
- **Physical and Sensory Demands:** Minimal demands typical of a senior administrative position operating within an office environment. Anticipate travel within South Western Ontario and possibly throughout Canada.
- **Working Environment:** Minimal exposure to disagreeable conditions; deadline pressures with demand for thoroughness and accuracy typical of program administration responsibilities.