

## Job Description



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<b>Job Title:</b>	Advancement Coordinator
<b>Department:</b>	Office of the Dean, Faculty of Health
<b>Reports To:</b>	Director of Advancement
<b>Jobs Reporting:</b>	Advancement Assistant (co-op)
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	January 2021

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### **Primary Purpose**

The Advancement Coordinator is responsible for providing administrative and executive assistance in support of the Faculty's Advancement program. The Advancement Coordinator provides administrative support for the Director of Advancement and the Advancement Team in several key areas, including: the Faculty of Health scholarship program; the Dean's Advisory Council (DAC), event planning and logistics and donor relations. The Advancement Coordinator is a member of the Dean's Office team.

### **Key Accountabilities**

#### **Scholarship program, including but not limited to:**

- Maintains an up-to-date inventory of all scholarship files – hard and electronic
- Drafts agreements for new scholarships for review by the Director of Advancement
- Liaises with SAFA on technical questions related to scholarship agreements
- Monitors stewardship plans for each scholarship and advises Director on renewal deadlines and reporting requirements
- Reviews endowment reports for accuracy and ensures reports are mailed as appropriate

#### **Dean's Advisory Council and other advisory groups, including but not limited to:**

- Makes arrangements for DAC meetings
- Maintains an up to date contact list for DAC members
- Prepares and distributes agenda and supporting materials as needed
- Liaises with DAC members' administrative assistants in coordinating dates and meeting arrangements

#### **Administrative support for Advancement team, including but not limited to:**

- Manages calendar for Director
- Arranges meetings as needed between Director, donors, prospects and volunteers
- Tracks attendance, including sick and vacation days
- Prepares cheque requests, purchase orders, shipping orders, travel & expense claims and other paperwork as required
- Proofreads all external communications prior to forwarding to the Director for sign-off
- Prepares correspondence as required for the Director and Dean

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### **Donor relations, including but not limited to:**

- Acts as liaison between donors, prospects, volunteers, Dean's Advisory Council and the Director of Advancement
- Facilitates major gift solicitation visits or calls with the Director of Advancement and/or Dean and key volunteers. This often requires the coordination of several individuals' calendars, and in several geographic locations
- Ensures accuracy and input of all status/meeting notes to Raiser's Edge and Prospect Database
- Maintains Project and Volunteer Reports as assigned
- Coordinates campus visits made by key donors and prospects by handling special arrangements, transportation, accommodation, meals and support materials where required
- Maintains top prospect lists and annual calendar of events and updates and distributes as necessary

### **Event planning and logistics, including but not limited to:**

- Assists with the planning and execution of key fundraising, friend-raising and alumni events
- Handles logistics, including menu planning, venue liaison, parking requirements, and prepares name tags, etc.
- Assists with the coordination of event communications of events using both print and electronic media: invitations, emails, web and social media content and correspondence with event attendees
- Coordinates the event registration process: plans and executes the process to set up event registration
- Provides effective communication within the Faculty to promote events and initiatives
- Facilitates an event post mortem to evaluate current and new Advancement events
- Assists with managing relationships with external vendors to ensure quality, budget and delivery objectives are met
- Provides superior customer service to internal and external stakeholders

*\*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**

### **Education**

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

### **Experience**

- Demonstrated experience interacting with senior administration both within the University and external. Thorough knowledge of University policies and procedures as they pertain to Plant Ops (parking, room bookings, catering) OA (SAFA, gift processing, prospect research, stewardship reports) Finance (invoicing, cheque requisitions, travel advances etc.) Co-operative Education (selection and on-boarding procedures for co-op students)

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

- Proficiency with Microsoft Office including PowerPoint, Excel and Word
- Advanced proficiency with Raiser's Edge 7 and SharePoint

## **Nature and Scope**

- **Contacts:** Externally, makes contact with partners or potential partner organizations to obtain, clarify and discuss information. This includes but is not limited to donors, prospects, administrative assistants for volunteers and members of the DAC, Dean's Advisory Council members. Communicates and

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manages relationship with internal parties, including faculty, staff, students, alumni; assistants to senior administrators; Directors of Advancement, Senior Development Officers and Alumni Advancement Officers across campus; Plant Operations and Finance; Co-operative Education and Career Services; Student Awards and Graduate Studies Office; Office of Advancement.

- **Level of Responsibility:** The job has defined duties and responsibilities and receives direct supervision.
- **Decision-Making Authority:** Makes decisions about details of meetings (time, location, etc.) subject to overall plans and budget. Seeks guidance as appropriate on drafting of scholarship agreements from SAFA.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
- **Working Environment:** Regular working hours, some evening/weekend work required. No travel required. No significant physical and/or psychological risks.