

Job Description

Job Title:	Advancement Coordinator, Athletics and Recreation
Department:	Office of Advancement
Reports To:	Senior Development Officer, Athletics & Recreation
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	May 2017

Primary Purpose

Accountable to the Senior Development Officer, Athletics & Recreation, the Advancement Coordinator – Athletics & Recreation is responsible for the administrative, financial and event support related to advancement activities and programs on behalf of Athletics & Recreation and the University of Waterloo. He/she will work closely with other members of the Department of Athletics & Recreation including senior leaders and varsity coaches as well as the Office of Advancement, to support all Advancement activities within Athletics & Recreation.

Key Accountabilities

List the major responsibilities of the job, divided into 3 to 5 broad categories. These should reflect 80 - 90% of “what” the job does not the “how”. Insert a category heading and in bullet form below, state specific responsibilities.

Design and development of donor-related materials

- Develops materials for donors, prospects and alumni.
- Develops briefing notes and packages for the Senior Development Officer, Athletics & Recreation and other senior University Administrators such as the Director of Athletics & Recreation or VP Advancement who may be meeting with a prospect.
- Mines database (Raiser’s Edge) for research to prepare meaningful reports in support of the briefing notes.
- Maintain and update the website/s as it relates to advancement activities and priorities.
- Liase with Annual Giving team regarding annual giving appeals and solicitations, Adopt-a-Warrior program, call centre, etc...
- Drafts scholarship agreements, requesting input from internal departments and coordinating until document is signed off by all parties.
- Manages gift acknowledgement/donor recognition process, including Athletic Financial Awards (AFA’s) stewardship program and Adopt-a-Warrior donor recognition process.
- Researches and writes some stewardship reports.

Systems, processes, and records

- Takes the initiative to manage projects and systems improvements for areas such as scholarship renewals, procedural flow for agreements and sponsorships to maximize efficiency and maintain accurate and timely follow up.
- Prepares and updates database notes following contacts with donors, prospects and alumni in order to maintain central record accuracy.
- Arranges and attends meetings, books facilities, prepares agendas, takes minutes from meetings and initiates follow up on action items.
- Maintains an up-to-date inventory of all AFA’s – hard and electronic.
- Supports varsity teams with alumni and donor communications.

Event Management

- Takes the lead in Advancement event management and works closely with Marketing, Events & Outreach Manager, Athletics & Recreation, alumni relations, advancement, or other units to execute events. Examples of events include donor stewardship events, room and building naming events, geographical alumni events, and donor/alumni engagement at existing Athletics & Recreation events (i.e. varsity competitions, President’s Golf Tournament, Hall of Fame events, etc...)

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- Takes the lead in organizing campus visits to Athletics & Recreation by prospects, corporate leaders and alumni in conjunction with Advancement team members.

Administrative Support

- Serves as point of contact for fundraising volunteers, sets up calls and coordinates multiple participants' calendars in various locations globally.
- Tracks activity, responses, requests for information and reports and produces database entries and notes.
- Manages calendar and travel itineraries for members of the Athletics & Recreation Advancement team, including volunteers.
- Manages cheque requests, purchase orders, travel and other paperwork as required.
- Ensures accuracy and input of all status/meetings notes to Raiser's Edge.
- Maintains top prospect lists and annual calendar of events and updates and distributes as necessary.
- Processes travel claim and expense forms.
- Assists with tracking the progress of funding (or liaise with finance officer on advancement related funds).

Required Qualifications

If hiring today, what would be the required education, experience, knowledge, skills and abilities?

Education

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

Experience

- Several years of administrative experience in a complex, dynamic and fast-paced environment. Experience in development, alumni, and/or athletics environments an asset.

Knowledge/Skills/Abilities

- Independent judgment in areas of time management, task prioritization and decision-making
- Proven ability to manage a large volume of work, conflicting priorities and deadlines
- Exceptional verbal and written communication ability
- Intermediate experience with online calendaring and email systems
- Intermediate experience with Microsoft Word including references and mail merge
- Advanced experience with Microsoft Excel, including features such as databases and pivot tables
- Basic experience with SharePoint and web content management software
- Intermediate knowledge and experience with Raiser's Edge

Nature and Scope

- **Contacts:** Internally, communicate with groups to obtain, clarify and discuss information and problems including, but not limited to: Office of Advancement, Development officers across campus, CPA, SAFA, GSO, Office of Research, Athletics & Recreation. Externally, communicate with individuals or groups to obtain, clarify and discuss information and problems, including: Alumni, Prospects, Donors, Corporate Executives, Community and government organizations.
- **Level of Responsibility:** This position has defined specialized and routine tasks. The Advancement Coordinator receives specific guidance but is expected to perform duties with relative independence thereafter. Provides supervision and functional direction to co-op and international work-study students.
- **Decision-Making Authority:** This position can make relatively independent decisions with guidance from the Senior Development Officer, Athletics and Recreation and works collaboratively with Advancement Team. Independently obtains travel projections from team members and assembles travel budget for approval. Makes independent event-based decisions on timing and location based upon knowing the objectives and constituents associated with the event here on campus and elsewhere around the world. Independently undertakes communication with student awards office, finance officer and others to determine status of scholarships and next actions needed to facilitate the work of the development officers. Independently coordinates new staff orientation including making practical arrangements (office space, phone, computer, etc.).
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.

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- **Working Environment:** Travel: Occasional to support events. Working Hours: regular working hours, some evening/weekend work required.