

Job Description

Job Title:	Advancement Coordinator, Science Advancement
Department:	Office of the Dean of Science
Reports To:	Director of Advancement Science
Jobs Reporting:	Coop Students
Salary Grade:	USG 6
Effective Date:	January 2021

Primary Purpose

The Advancement Coordinator is responsible for providing operational coordination and support to the Faculty's development, fundraising, and alumni relations. Under the direction of the Director of Advancement, the Advancement Coordinator is a vital member of the Science team and its success in engaging donors and volunteers to meet priorities through advancement. The Advancement Coordinator will work in a dynamic team environment with a particular focus on donor and prospect coordination and relations; event coordination; and, Faculty and central advancement liaison.

Key Accountabilities

Donor Engagement and Liaison (Donor Coordination)

- Develops materials for donors, prospects, volunteers and alumni in support of the conduct of donor and prospect meetings, volunteer engagement and donor calls.
- Initiates and develops briefing notes and packages for the Science Development Group and other senior University Administrators, including the President, Dean of Science or VP Advancement, involved on advancement activities.
- Mines database (Raiser's Edge) for research to prepare meaningful reports in support of the briefing notes.
- Maintain and updates the website/s as it relates to advancement activities and priorities.
- Liaise and coordinate with central advancement and Faculty based teams, as appropriate, to progress collaborative Science advancement priorities.
- Draft and/or format letters of interest, proposals, and gift agreements requesting input from internal departments/schools and coordinating until document is signed off by all parties.
- Manages gift acknowledgement/donor and donor recognition processes.
- Maintains an up-to-date inventory of all scholarship files – hard and electronic Distinguished Alumni and Alumni of Honor, Honorary Doctorate, and external award nominations. Prepares related nomination packages.
- Researches and drafts donor relations notes, and donor related development and stewardship reports and letters.

Systems, processes, and records (Development, Donor Relations)

- Proactively manage projects and systems improvements for areas such as gift 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 strategy, donor and volunteer meetings and initiates follow up on action items.
- Monitors and advises on reports, action items and deadlines, including delegated actions to other development units and the Science communication teams.

Event Coordination

- Supports Advancement event management and works closely with Science units, alumni relations, central advancement, or other units to execute in-person or virtual events. Examples of events include: Faculty donor

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<p>events, room and building naming ceremonies, geographical alumni events, donor/alumni engagement and gift based events (i.e. named lectures, invited lectures...)</p> <ul style="list-style-type: none">• Takes the lead in organizing campus visits by prospects, corporate leaders and alumni in conjunction with Advancement team members and executive offices.
<p>Administrative Support</p> <ul style="list-style-type: none">• Serves as point of contact for donors, prospective donors and 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 donor visit itineraries for members of the Advancement team, including volunteers.• Manages cheque requests, purchase orders, travel and other paperwork as required.• Ensures accuracy and timely 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).

**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 degree or equivalent post-secondary education and/or experience required.
<p>Experience</p> <ul style="list-style-type: none">• 3+ years of donor administration experience in a complex, dynamic and fast-paced environment. Experience in development, alumni, and/or science environments, and in support of senior management or executive roles is an asset.• Demonstrated ability to work independently, exercising initiative in ambiguity and with multiple stakeholder considerations.
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none">• 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 including the preparation of briefs and summaries• Initiative and proactive manner• Aplomb and tact when liaising with external stakeholders, and VIP's• Intermediate experience with online calendaring, email systems, MS Office including references and mail merge• Advanced technical skills related to databases, virtual communications and event platforms, CRM's and office based software and suites.

Nature and Scope

- **Contacts:** Internally, communicate with groups to obtain, clarify and discuss information and problems. Externally, communicate with individuals or groups to obtain, clarify and discuss information and problems, including: Alumni, Prospects, Donors, Corporate Executives, and 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 independence thereafter. May be asked to supervise and provide functional direction to co-op and international work-study students.
- **Decision-Making Authority:** This position can make relatively independent decisions with guidance from the Director of Advancement, Science and works collaboratively with the 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

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