

Job Description

Job Title:	Development Officer
Department:	Advancement, Faculty of Environment
Reports To:	Director of Advancement, Faculty of Environment
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	September 2021

Primary Purpose

Accountable to the Director, Faculty of Environment Advancement, and working in collaboration with the Arts Advancement team, the Development officer will be responsible for corporate, foundation and individual fundraising of gifts for the Faculty of Environment. Primary responsibilities, carried out as a member of the Advancement team, will include identification, evaluation, cultivation, solicitation, and stewardship of corporate, foundation and individual donors for the Faculty of Environment and interdisciplinary priority projects.

Key Accountabilities

Portfolio & Prospect Management:

- Develops and maintains a good working knowledge of the Faculty and the University of Waterloo's activities, strategic priorities, and needs in both teaching and research.
- Maintain a thorough working knowledge of the Faculty of Environment fundraising priorities and the University of Waterloo's priority projects and progress.
- Using this knowledge, and in consultation with the Director, coordinates and implements fundraising strategies for corporate, foundation and individual prospects, including discovery, cultivation, solicitation, and stewardship of prospects.
- Actively seeks out new prospects for the faculty and coordinates prospect identification and research activities to support and help build the Faculty of Environment pipeline.
- Communicates the Faculty of Environment Annual giving priorities to Waterloo Annual Giving team in consultation with the Director of Advancement.
- Coordinates special campaigns and projects as assigned.
- Maintain knowledge of giving vehicles and non-complex gifts, refers planned giving.

Communication & Coordination

- Creates fundraising materials suitable including presentation material and proposals to prospective contributors, and in consultation with the Director of Advancement and collaboration with faculty and staff as appropriate.
- Maintains/updates database by ensuring that meeting notes are recorded, and significant moves are tracked in the system.
- Work in close collaboration with the Faculty of Environment Advancement and Dean's Office teams as well as Office of Advancement and Faculty Advancement teams.

Job Description



- Work closely with Office of Advancement, utilizing central support services and systems for gift processing, prospect research, alumni/donor record keeping, writing and proposal support etc.
- Provides functional direction to administrative staff involved in these activities, where applicable.

Relationship Management:

- Establishes and maintains relationships with individual, foundation and corporate prospects and donors including arranging and participating in in-person and virtual visits, arranging visits to campus, special events, announcements, information exchanges.
- Supports volunteer activity in fundraising projects and programs with guidance by the Director of Advancement.
- Collaborates with the Senior Alumni Advancement Officer in coordinating communications and building relationships with students, young alumni, and graduates.

**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

- USG9: 1-3 years of progressive major gift fundraising experience.
- Experience with full scope of development activity, including discovery, cultivation, solicitation, recognition and stewardship is required.
- Successful track record of developing and implementing strategies for major gift solicitation with demonstrated success in personally securing and closing major gifts.
- Experience fundraising in a university environment is considered an asset.

Knowledge/Skills/Abilities

- Understanding and appreciation of key role of the university education and in particular Environment, and the critical importance of attracting and retaining the very best talent available (students, faculty, staff.)
- Understanding of the university environment, policies and procedures.
- 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.
- Problem solving skills are required.
- Willingness to travel and work extended hours as required (some weekends and evenings.)
- Goal oriented, self-motivated with a 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.

Job Description



- Demonstrated relationship building skills, excellent time management, and proven ability to meet competing deadlines in an organized manner.
- Computer literacy and working knowledge of Microsoft Office.
- CFRE or fundraising certificate and training an asset but not required.

Nature and Scope

- **Contacts:** This position represents the Faculty of Environment and the Office of Advancement to internal and external stakeholders. This is an external facing position which requires significant amount of networking and social engagement, supported by internal partners and external opportunities. 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.
- **Level of Responsibility:** This position has specialized work and some supervision, acts in collaboration with Advancement staff in the Faculty of Environment and other Advancement units across campus and may provide guidance to others including but not limited to the Office of Research and Office of Advancement. This position has specialized work and measured outcomes. It functions in a constructive team environment, but equally requires the ability to progress initiatives and to work independently with minimal supervision. This is not a supervisory position but recommendations and/or guidance to colleagues is requires.
- **Decision-Making Authority:** Independently makes decisions about prospect strategies, location and event strategies for engagement with guidance from the Director, Faculty of Environment and works collaboratively with the Advancement team.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment
- **Working Environment:** Ability to travel, some travel within the province and possible travel within Canada. Regular working hours, some evening/weekend work required. Minimal exposure to disagreeable conditions. Deadline pressures with demand for thoroughness and accuracy typical of program administration responsibilities.