

Job Description



Job Title:	Associate Director, Advancement Learning Programs
Department:	Advancement Services
Reports To:	AVP, Advancement Services
Jobs Reporting:	Training Officer
Salary Grade:	USG 12
Effective Date:	May 2022

Primary Purpose

The Associate Director provides a single, senior level resource within Advancement to advise, strategize, create, and consult on philanthropic programs, and workplace culture. The Associate Director is responsible for development and execution of strategies to increase the culture of philanthropy across and within the University and contribute to the mission and priorities of The Office of Advancement and The University of Waterloo. The Associate Director implements innovative, customized, and comprehensive advancement learning and development programs that builds and promotes a workplace culture that engenders respect, integrity and supports teamwork, equity, diversity, anti-racism, indigenization, inclusion, and a culture that supports and attracts high performing, passionate and engaged advancement professionals.

Key Accountabilities

Promote culture of philanthropy

- Work across the institution to develop and implement learning and development modules and documentation to expand the understanding of advancement at Waterloo
- Ensure the importance of philanthropy is recognized and aim for understanding of roles and responsibilities in ensuring a strong culture of philanthropy institution wide
- Support in onboarding new faculty and unit leadership, acting as a resource and providing connections to unit level or university wide advancement professionals
- Build and deepen relationships with key stakeholder groups across the University to support our shared commitment of advancing the University of Waterloo (i.e., Board Members, Executive Council, CAL, University Relations, Leadership Forum, WUSA, GSA)

Lead strategy for Advancement professional experience

- Work with Advancement Executive team to develop an agile, efficient, and intentional plan for advancement, onboarding, development, and retention in strong partnership with Human Resources (HR) and the Strategic Workforce Planning (SWP) and implementation teams
- Identify opportunities to engage with advancement professionals and develop customized and specific plans for cross-functional engagement within Advancement and the University community
- Partner closely with Organizational and Human Development (OHD) and HR, ensuring programs are complementary and advocating for talent management solutions, sharing expectations and requirements, exit survey data and maintaining and updating career paths and succession plans as required
- Support the implementation of PART/AARTF recommendations, and create continuous improvement strategies

Lead Advancement strategy for philanthropic learning and development

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- Create fundraising and advancement-specific professional development programs that support cross-functional engagement, teamwork, peer to peer learning, leadership, and community of practices
- Create early career development programs and identify co-op students with high potential in addition to creating opportunities for an internship program for Black, Indigenous, or other racialized individuals to learn more about the Advancement profession
- Encourage a learning culture and respond to emerging needs and organize short-term development interventions/opportunities
- Manage professional training and development for the advancement team working with providers of content and programs like EAB, CASE, CCAE, Academic Impressions, and fundraising consultants.
- Engage with and utilize internal partners and campus expertise to enhance professional development and learning pathways such as OHD, EDI-RO, Indigenous Relations, and others including an anti-racism educational framework, that includes resources and tools and are accessible for all Advancement professionals

Lead Advancement organizational development

- Create programs that help build and reinforce an integrated Advancement team across the University including Central Advancement, Faculties, Academic Support Unit's such as Athletics/CEE/Library and Affiliated and Federated Institutions of Waterloo
- Act as a key resource for change management within Advancement and champion a people first culture
- Implement Advancement engagement action plans based on Institution wide employee engagement surveys and continuous improvement methodologies
- Provide strategic and operational support of the advancement team values, ensuring the values are reflected across the advancement organization, updating, and initiating revisions as required
- Work collaboratively and in partnership with Advancement Senior Leadership and the offices of EDI-RO and Indigenous Relations to support strategic priorities of indigenization, decolonization, anti-racism, equity, and inclusion into Advancement work
- Guide the strategic vision to design, develop and deliver advancement learning experiences that respond to the professional development needs of advancement professionals at all levels

**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

- Bachelor's degree or equivalent is required.
- Master's degree or equivalent experience in fundraising, philanthropy and/or adult education is preferred

Experience

- 5+ years of related experience preferably in an advancement/fundraising or working in higher education sector
- Proven people management experience and skills to effectively organize, direct, motivate, mentor, and evaluate staff.

Knowledge/Skills/Abilities

- Demonstrated knowledge of relevant University of Waterloo policies.
- Demonstrated ability to build strong relationships, work collaboratively, and be sensitive to the needs and interests of various stakeholders.

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- Expert knowledge in adult facilitation and adult learning principles for competency and capacity building in an institutional context
- A record of and commitment to participating in ongoing learning and engagement in the areas of equity, diversity, inclusion, anti-racism, indigenization and accessibility.
- Expertise in the design and implementation of strategic learning and development programs.
- Superior writing skills, including grammar, spelling, editing, proofreading, and the ability to research and create reports.
- Ability to maintain absolute and complete confidentiality in all necessary matters, internally and externally.
- Resourceful and independent, but comfortable working within the framework of an integrated and team-oriented environment.
- Strong interpersonal and relationship-building skills; proven ability to establish trust, rapport, and credibility with diverse constituencies; evidence of continuous learning, self-reflection, and humility regarding effective communication across cultures.
- Excellent judgment and ability to nurture key relationships.
- High degree of initiative and motivation with superior organizational skills, including the ability to effectively prioritize and manage multiple tasks and deadlines amidst competing priorities.
- Ability to advocate for team and operational needs while balancing department and university goals.
- Sound judgement with excellent critical thinking, problem-solving and conflict resolution skills.
- Proactive problem solver who will search to find necessary answers and solutions independently.

Nature and Scope

- **Contacts:** The Associate Director interacts regularly with the Associate Vice-President and is a key member of the Advancement Services leadership team and, as such, must have the ability to work collaboratively and effectively with peers. The incumbent must be able to lead, motivate and successfully mediate and negotiate with individuals and groups both externally and internally. The incumbent works closely with other senior administration in the Office of Advancement and Advancement leaders across the institution to plan, implement and execute programs, services and best practices. The incumbent is the primary contact with Organizational and Human Development. External contacts include advancement professionals, professional organizations, consultants, and other peers.
- **Level of Responsibility:** The position is responsible and solely accountable for the overall results of the Philanthropic Learning Program and Training portfolio within the office of Advancement. Manages one staff member, must manage multiple deadlines and tight time constraints.
- **Decision-Making Authority:** Responsible and accountable for establishing the priorities of the department which directly impacts multiple areas on campus. Responsible for developing and executing strategic business and other plans. Responsible for creating and sustaining partnerships for the integration and collaboration of Advancement mission, strategy and priorities.
- **Physical and Sensory Demands:** Minimal demands typical of a management position operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of an Associate Director position exposed to stress and pressure associated with senior level responsibilities. The Associate Director requires an ability to work under pressure, juggle multiple timelines, negotiate and mediate among staff and faculty, interact with a diverse client base including other members of the Waterloo fundraising team, the President, faculty members, deans and senior administration and staff of other university business units.