

Job Description

Job Title:	Senior Advancement Officer
Department:	Dean of Mathematics
Reports To:	Associate Director, Advancement
Jobs Reporting:	Alumni Engagement Program Specialist
Salary Grade:	USG 11
Effective Date:	July 2023

Primary Purpose

Reporting to the Math Associate Director, Advancement, the Senior Advancement Officer is responsible to build and develop the advancement pipeline. They develop and implement the strategy for alumni outreach, alumni volunteer engagement and the student-alumni-bridge, focusing on mutually beneficial alumni engagement opportunities that enhance the impact of alumni on the Faculty of Mathematics and the University and creates a culture of philanthropy.

The Senior Advancement Officer is also accountable for corporate and individual fundraising in collaboration with Development Officers and other members of the Math Advancement team. They also work collaboratively with development and alumni relations partners across campus.

Key Accountabilities

Relationship building including, but not limited to, the following:

- Support cultivation and stewardship strategies for alumni who should be targeted for specific development approaches and/or volunteer opportunities.
- Develop strategic plans for programs, services, and communications for graduates of the Faculty of Mathematics in conjunction with the Mathematics Advancement team and the central Advancement Office.
- Monitors and updates the strategic plans for programs, services, and communications on an ongoing basis, report progress to the Director of Advancement and to central Advancement Office on a regular basis.
- Act as relationship manager to a list of alumni and use engagement moves management them to move them through the pipeline to become major gift prospects.
- Create new opportunities for alumni to remain connected through various initiatives - volunteer activities, mentoring programs, student recruitment, co-op work opportunities etc.
- Conduct external visits with alumni to build relationships with potential donors to the faculty.
- Promote alumni successes through facilitation of nominations of alumni for awards.
- Coordinate visits and/or provide support for special guests, donors, and dignitaries.
- Recruit volunteers to support student, alumni, and development initiatives.

Identification, cultivation, solicitation, and stewardship of major corporate and individual donors

- Develops proposals for projects tailored to the specific interests of corporations, foundations, individuals, and associations.
- Establishes and maintains relationships with the corporate sector (donations officers, senior officers etc.) including calls on companies, arranging site visits to campus, special events, announcements, and information exchanges.

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- Collaborates with other Development Officers within Mathematics Advancement team and other Faculties/Office of Advancement.
- Creates fundraising materials suitable for presentation to prospective contributors.

Publications and Communications

- Develops strategies and targeted communications for grad class giving programs.
- Develops content for communication pieces, in conjunction with the Communications Officer.
- Develops knowledge of, and builds relationships with, researchers both inside and outside of the University.
- Adapts communication pieces based on audience and geographic location.
- Prepares stewardship reports, as required.
- Stays informed on communication trends and platforms available to alumni locally and globally.

Coordination and implementation of events:

- Providing functional direction/delegation for certain events to the Alumni Engagement Program Specialist.
- Attending events and acting as ambassador for the Faculty of Mathematics.
- Participate in the Math Advancement annual budget development by forecasting the alumni engagement budget.

**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 required. Education or training related to communication and communication strategies preferred.

Experience

- 3-5 years of progressive fundraising experience in securing major gifts and volunteer recruitment and management and experience with the full scope of development activities including discovery, qualification, cultivation, solicitation, recognition, and stewardship at the major gift level.
- Successful track record of developing and implementing strategies for major gift solicitations with demonstrated success in personally securing and closing major gifts.
- 3-5 years' experience in community/alumni engagement.

Knowledge/Skills/Abilities

- Understanding and appreciation of the key role of a university education and in particular Mathematics, and the crucial importance of attracting and retaining the very best talent available (students, faculty, staff)
- Understanding of the university environment including the integration of research and teaching.
- Knowledge of giving vehicles and non-complex gifts.
- Proven competency in project management, multi-tasking, planning, analytical skills.
- Excellent communication, interpersonal, oral and writing skills including the expertise to create promotional materials and proposals.
- Political acumen and problem-solving skills are required.
- Demonstrated ability to take initiative and work independently and effectively as part of a team with a broad mandate in a fast-paced, dynamic, and challenging environment.
- Knowledge and excellence in working with fundraising software is considered an asset.
- Demonstrated relationship building skills, excellent time management, and proven ability to meet competing deadlines in an organized manner.
- Must have strong communication, presentation, and interpersonal skills.
- Computer literacy and working knowledge of Microsoft Office and Constituent Management Software.
- Willingness to travel and work extended hours as required (including some weekends and evenings).

Nature and Scope

- **Contacts:** Internally, makes contacts with the following to obtain action, reach agreement and negotiate: Marketing and Strategic Communications, Office of Advancement, Alumni Affairs, Registrar's Office, Faculty departments, and undergraduate students. Externally, makes contacts to deal with, influence and motivate graduates of the Faculty of Mathematics and "customers" including: prospects and donors, corporate executive, community and government organizations.
- **Level of Responsibility:** This position has specialized work with minimal supervision, acts in collaboration with Advancement staff in the Faculty of Mathematics and other Advancement units across campus and may provide guidance to others. The 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 required.
- **Decision-Making Authority:** Makes decisions on timelines, budget allocation, staffing resources to meet stated objectives. Responsible for implementing the overall program plan within the confines of the Faculty's strategic plan and budgetary constraints.
- **Physical and Sensory Demands:** Minimal demands typical of an administrative position within an office environment.
- **Working Environment:** Availability to travel; some travel within Canada, US, and international locations may be requested. Regular working hours, some evening/weekend work required. Minimal exposure to disagreeable conditions. Deadline pressures with demand for thoroughness and accuracy typical of an administrative role.