Job Description

**Job Title: **Executive Officer, Administration

**Department:** Office of the Vice-President, Advancement

**Reports To:** Vice-President, Advancement

**Jobs Reporting:** Administrative Assistant, Office of the Vice-President, Advancement

**Salary Grade:** USG 9

**Effective Date:** February 2013

**Primary Purpose**
Reporting to the Vice-President, Advancement, the Executive Officer, Administration ("EOA") is responsible to support the Vice-President, Advancement achieve his/her priorities which includes the execution, monitoring and communication of the University’s Advancement objectives. This requires the development of excellent relationships with key stakeholders including but not limited to: Board of Governors, direct reports to Vice-President, Advancement staff, faculty, staff, students, alumni, donors, regional, national and international business, academic and related advancement stakeholder communities. The EOA is responsible to ensure effective operation and organization of the Office the Vice-President, Advancement and to oversee its efficient administrative operation is in accordance with the objectives and vision of the Office.

Specifically, the EOA is responsible for the direction and management of the administrative, financial, human resources, facilities and planning functions, communications and data management oversight for the Office of the Vice-President ("Office").

The EOA is expected to have an excellent understanding of priorities and issues affecting the advancement efforts of the university. He/she will provide sound direction to the office and act as proxy for the VP on administrative matters during absences from the campus. The incumbent will be responsible for administrative and financial procedures and will ensure sound organization to the day to day and long term operation of the Office.

This position works across all areas of the institution and is responsible for maintaining effective relationships with the offices of the President and other Vice-Presidents/Deans and provides direction, at the Vice-President’s request, to the Vice-President’s direct reports and Advancement team and across the University and to external stakeholders.

**Key Accountabilities**

**Advisory**

- Provide advice, critical analysis and reporting to the Vice-President, senior administration and internal/external stakeholders on issues impacting the university’s advancement activities and the achievement of the Vice-President’s priorities
- Facilitate the work of the Advancement Team by identifying linkages and emerging issues and opportunities between administrative portfolios and by making recommendations that enhance systems/processes/programs that support the priorities of the Vice-President
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- Monitor key performance measurements on behalf of the Vice-President and consistently communicate progress to key stakeholders

### Financial Oversight

- Organizes and manages the portfolio budget (including operating, and special purpose accounts) on behalf of the Vice-President
- Processes expenditures for direct portfolio reports including expense claims made by the Vice-President
- Monitors monthly financial reporting for the Vice-President, Advancement for the entire portfolio

### Administrative Activities

- Acts as proxy for the Vice-President at administrative meetings on campus
- Provides facts, information, options, work planning for the day to day operations of the Vice-President, Advancement Office
- Exercises judgment in determining whether issues or requests for meetings, events are appropriate or best referred elsewhere
- Ensures the Vice-President is prepared for meetings, events and other engagements by means of briefing notes, briefing binders, speaking notes, policy documents, and consultation on approaches to issues
- Prepares and organizes support material by researching, analyzing, composing and/or synthesizing and formatting documents ensuring materials are submitted by others as required
- As required, attends meetings with and on behalf of the Vice-President to ensure that appropriate follow-up occurs and that the Vice-President is briefed on issues/outcomes during his/her absence
- Monitors and, at times, helps to organize special events and meetings hosted or sponsored by the Vice-President where the President is involved
- Implements administrative systems and structure for the Office of the Vice-President including work processes and procedures
- Oversees facilities, physical assets and capital equipment of the Office and ensures that appropriate security measures are in place to protect the Office and its staff and physical resources
- Responsible for records and financial information management within the Office of the Vice-President in accordance with University records management and retention policies, guidelines and legislated requirement
- Provides advice, critical analysis and reporting to the Vice-President, Advancement on the organization and implementation of the portfolio’s administrative and financial priorities
- Facilitates the work of the Vice-President’s team by identifying linkages and emerging issues and opportunities between administrative portfolios and by making recommendations that enhance systems/processes/programs that support the priorities of the Vice-President
- Organizes and monitors performance measurement process for direct reports on behalf of the Vice-President, Advancement
- Organizes all committee obligations, including arranging for the collection of all relevant documentation on behalf of the Vice-President, Advancement

### Human Resources Administration
**Job Description**

- Organizes, interacts and executes on human resources and staff relations activity on behalf of the Vice-President, Advancement
- Engages with Human Resources staff on issues involved in the hiring and reviewing of members of the Vice-President’s team; ensures appropriate monitoring and reporting is completed in regard to performance evaluation process

**Governance**

- Works with the University Secretary’s Office on matters related to the Vice-President’s responsibilities to the Board of Governors, Senate and other relevant committees
- Ensure Vice-President, Advancement is updated and organized on progress of priorities to provide effective engagement with the Board, Senate and relevant committees

**University Relations**

- Monitors and implements the Office of the Vice-President, Advancement communications activities and engages as necessary with direct reports and other internal stakeholders, e.g., CPA, to ensure compliance with university approved communications plans
- Monitors and informs the VP Advancement about functions internal/external to the University that require the input and/or involvement of the Advancement portfolio
- Ensures that all events attended by the Vice-President, Advancement are coordinated with other executive officers at the university and that take full advantage of profiling and donor development opportunities

**Campaign Administration**

- Works with internal and external stakeholders to develop and monitor budgets and financial reporting with Waterloo Campaign readiness activity on behalf of the Vice-President, Advancement Office
- Organizes meetings on behalf of the Vice-President, Advancement for campaign related activity both internal and external
- Prepares campaign reports for presentation to the Executive Committee, Board of Governors and other key stakeholders

**International Administration**

- Liaises with satellite offices on matters pertaining to the Office of Advancement
- Organizes the Vice-President, Advancement’s international travel plans and organizes and books meetings in discussion with VP’s direct reports and other institutional stakeholders

**Data Gathering and Reporting**

- Plans and monitors data gathering in support of operational analysis of the Advancement portfolio particularly as it relates to staffing and non-salary budgets
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- Assists in providing direction to direct reports on data gathering activities required by the Vice-President, Advancement to ensure the effective administration and coordination of business processes
- Leverage extensive contacts and relationships across campus to solve problems, gather data and ensure administrative initiatives are successful

Required Qualifications

Education
- University degree in business, administrative, finance fields preferred

Experience
- Minimum 10 years of professional experience providing administrative, business process and financial assistance to a senior role of a similar institution or corporation

Knowledge/Skills/Abilities
- Demonstrated experience with Microsoft Office Suite at the intermediate to advanced level
- Experience with Raisers Edge an asset
- Collaborative team player comfortable executing and taking constructive input from multiple sources
- Proven ability to build strong relationships and influence individuals at all levels of an organization, as well as external constituents
- Strong financial reporting skills including budget development and allocation and demonstrated ability to successfully operate in a multi-stakeholder involvement in a complex environment
- High level of maturity and empathy; highly developed interpersonal and influencing capabilities
- Demonstrated ability to work independently, with ambiguity and thrive in a fast-paced, entrepreneurial environment
- Strong organizational and analytical skills in the gathering and manipulation of data
- Superior technological skills along with excellent organizational skills and ability to manage complex detailed work
- Knowledge of the University's policies procedures and operating requirements, and the academic culture on campus
- Familiarity with University governance systems

Nature and Scope

- Contacts: Also reporting to the Vice-President, Advancement are the Associate Vice-President, Major and Principal Giving, Associate Vice-President, Development & Alumni Relations, Associate Vice-President, Advancement Services. The EOA must maintain a very close relationship with the Associate Vice-Presidents and members of their staff, faculty and other unit advancement staff, as well as all advancement stakeholders. The Offices of the President and Vice-President, Advancement need to maintain a close working relationship because of the nature of the two offices' separate and joint responsibilities. These offices work closely together to ensure this communication line is open.
- External Relationships Contact with government officials, corporate and foundation officials, key alumni, major donors to the university, community organizations, parents and students, members of the public.
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- **Level of Responsibility:** The EOA is responsible for managing the Administrative Assistant and other casual/co-operative student staff hired into the office. The EOA maintains a high level of responsibility to the office and to the Vice-President, Advancement as outlined in the above Key Accountabilities of the position, including advisory, office oversight, administrative management, human resources management, communications, and reporting.

- **Decision-Making Authority:** Has signing authority for operating and special purpose accounts in the Office of the Vice-President. Involved in decisions on timelines, budget spending and staffing resources in the Office of the Vice-President. Makes decisions with respect to the most efficient use of the Vice-President’s time (i.e. attendance at meetings, events, speaking engagements, international travel). Ensures that only key issues are brought to the attention of the Vice-President – goal is to ensure minimal escalation of matters so that the Vice-President can focus on strategic initiatives. Involved in decisions relating to the administration and financial reporting of the Office of the Vice-President including changes to systems and work processes.

- **Physical and Sensory Demands:** This position works independently and requires outstanding client service, sound judgment, a strong work ethic and an ability to work under very challenging time constraints, constant interruptions and changes to priorities. Flexibility in working hours and overtime will be required. Extended time at the computer. Use of a BlackBerry allows the EOA to be accessible to the Vice-President at all times and beyond normal business hours. Access to the internet from home is an ongoing requirement for this position.

- **Working Environment:** This position is office based with very limited travel. The Office of the Vice-President strives to maintain a healthy work-life balance while managing and maintaining timely and sensitive deadlines. Minimal exposure to disagreeable situations.