A. IDENTIFICATION

Position Number: 00598
Position Title: Director, Advancement, Faculty of Applied Sciences, grade 13
Department: University Advancement
Position Reports To (Title): Senior Director, Advancement
Date: September 17, 2012

B. POSITION SUMMARY

Briefly describe the primary function and purpose of the position in one or two sentences.

The incumbent leads a Faculty team comprising professional and academic staff in the development and implementation of strategies that facilitate and generate maximum support for the Faculty of Applied Sciences and the University. The incumbent is responsible for managing relationships with donor prospects determined to have the ability to make major gifts at the $100K or higher level and also manages a portfolio of major individual, corporate and foundation donors by developing and implementing strategies for securing financial support from existing and new donor prospects including identifying, qualifying, cultivating, soliciting, and stewarding these relationships.

C. DUTIES AND RESPONSIBILITIES

Starting with those you consider the most important, list and describe the main duties and responsibilities of the position. For each item start with an action verb and briefly describe WHAT is done, HOW it is done and WHY it is done.

Indicate in the right hand column the percentage of time spent on each particular task.

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<th>Description</th>
<th>% of Time</th>
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<tr>
<td>Provides leadership to the Faculty comprising professional and academic staff in the development and implementation of strategies that facilitate and generate maximum support for a Faculty and/or the University.</td>
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<td>Manages relationships and devises appropriate strategies in consultation with the supervisor and Dean to bring current and prospective donors to solicitation and closure that are determined to have the ability to make major gifts at the $100K or higher level to the Faculty and/or the University.</td>
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<td>Develops, manages and nurtures a pool of approximately 100 - 150 active individual gift prospects including alumni and community leaders, foundations, and corporations capable of donating annual gifts of $10K or greater and major gifts of $100K or greater through the donor cycle of qualifying, cultivating, soliciting, and stewarding gifts for the University.</td>
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<td>Manages major corporate sponsorship relationships and devises appropriate strategies in consultation with the supervisor to bring these relationships to solicitation and closure that are determined to have the ability to sponsor the University at the $20K plus level annually.</td>
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<td>Manages fundraising goals of new and upgraded commitments (approximately $1.5M - $2M annually) with a range of prospects.</td>
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<td>Tracks and monitors the progress of solicitations and prepares reports.</td>
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<td>Attends and contributes to strategy and development meetings, staff meetings and target meetings.</td>
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D. DECISION MAKING

i) Give some typical examples of the most important decisions the incumbent is expected to make in carrying out the duties and responsibilities of the position. To what extent can the incumbent rely on established policies or advice from others in making these decisions?

Develops and recommends strategic and management plans, including priorities and budget requirements. Determines staff and volunteer requirements for Faculty or departmental level fundraising events and activities and hires, directs, trains, and evaluates staff and volunteer performance.

ii) Give some examples of the types of decisions the incumbent would refer to his/her supervisor.

Final approval for fundraising strategies, budgets, goals, policies, and recommendations for new programs. Serious staff performance issues and recommendations for termination of employment.

E. SUPERVISION EXERCISED

Indicate the number of continuing employees for whom the position is responsible.

Number of continuing employees reporting directly to the position: 1 or more

Total number of continuing employees for whom the position has direct responsibility: 1 or more

Note: Normally hires, trains and supervises continuing and temporary support and administrative staff and volunteers.

F. SUPERVISION RECEIVED

Describe the extent to which the supervisor determines the day to day work load of the position and assists in the completion of duties. Explain the nature of guidance received and how often work is checked or reviewed.

Works under broad administrative supervision.

G. UNUSUAL WORKING CONDITIONS

Requires some early morning, evening and week-end work.

H. ENTRANCE QUALIFICATIONS

What combination of experience, training and/or formal education do you believe is the minimum required to perform the duties of this position?

Undergraduate degree in a relevant discipline and six years of related fundraising experience or an equivalent combination of education, training and experience.

Excellent interpersonal, communication (oral and written), and relationship management skills.

Proficient in the use of word, database, spreadsheet, and presentation applications and prospect management systems.

Excellent supervisory skills.

Excellent research, solicitation, and cultivation skills.

Excellent organizational, problem-solving, and analytical reasoning skills.

Excellent human resource management and teamwork skills.

Excellent strategic planning skill.

I. ORGANIZATIONAL RELATIONSHIPS

Indicate in the appropriate blocks the title of the position to which this position reports and the titles of positions reporting directly to it. If more detail is required, add additional blocks.

Senior Director, Advancement

Director, Advancement, grade 13