Invites applications for the following position(s):

COMPETITION NUMBER: **561**

Administrative and Professional Staff (APSA)

Continuing Position

SENIOR ASSOCIATE DIRECTOR, DONOR RELATIONS, GRADE 11

UNIVERSITY ADVANCEMENT

POSITION NUMBER: 122178

**POSITION OUTLINE:**
The Senior Associate Director, Donor Relations is responsible for the creation, design and implementation of comprehensive programs to foster and nurture lasting relationships between Simon Fraser University and its donors. The Senior Associate Director develops strategies that will efficiently and effectively acknowledge, recognize and report on the impact made by donors at all levels of giving from annual to major and principal gift donors; create and identify opportunities for donors to actively engage with the university; and communicate SFU’s appreciation for the value of philanthropic support.

**QUALIFICATIONS:**
- Bachelor’s degree in Arts or Business Administration and six years of related experience in developing broad programming and individual strategies for donor recognition a post-secondary donor relations or advancement environment, or an equivalent combination of education, training and experience.
- Excellent knowledge of, and respect for, the values and culture of a university environment.
- Good knowledge and understanding of the financial administration of a comprehensive fundraising program.
- Excellent interpersonal, communication (oral and written), and relationship management skills.
- Excellent judgment, initiative and independence in setting and accomplishing goals, and managing priorities and resources.
- Excellent supervisory, human resource management and teamwork skills.
- Excellent strategic planning, organizational, problem-solving, and analytical reasoning skills.
- Proficient in the use of standard office applications and prospect management systems (e.g., MS Office, eCRM).

**SALARY RANGE:** $73,757 to $88,079 **per annum**

**START DATE:** ASAP

A detailed resume and cover letter quoting **Competition #561** must be received in our office by **4:30 pm on September 18, 2017**, addressed to the attention of Francesca Turrell, Human Resources Advisor. Please follow the application instructions at: [http://www.sfu.ca/hr/prospective_employees/HowToApply.html](http://www.sfu.ca/hr/prospective_employees/HowToApply.html).

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

---

*The University is committed to the principle of equity in employment*

A more detailed job description may be obtained at [www.sfu.ca/jobpostings](http://www.sfu.ca/jobpostings)