Invites applications for the following position(s):

COMPETITION NUMBER: 283
Administrative and Professional Staff (APSA)
Continuing Position
SENIOR DIRECTOR, ADVANCEMENT SERVICES, GRADE 13
ADVANCEMENT & ALUMNI ENGAGEMENT
POSITION NUMBER: 123683

POSITION OUTLINE:
The Senior Director, Advancement Services provides leadership in establishing infrastructure and central services to enhance the University’s ability to engage with alumni, donors, volunteers and other stakeholders for the portfolio of the Vice-President, Advancement and Alumni Engagement (VPAAE). The Senior Director is responsible for the overall strategic direction and management of operations, prospect research and management, reporting and evaluation, talent development, systems and business processes. As a member of the Advancement Executive team, the Senior Director contributes to the strategic objectives required to support faculty and university wide fundraising and alumni priorities and develops relationships to internal and external stakeholders.

QUALIFICATIONS:
- Bachelor’s degree in Business Administration or Commerce and ten years of related experience including revenue modelling, fund accounting, budgeting, change management, financial analysis, strategic business planning, human resource management, and information systems management in a not-for-profit environment, or an equivalent combination of education, training and experience.
- Excellent knowledge of current trends in fundraising, prospect management and the direct solicitation of major gifts.
- In depth understanding of policies governing human relations, collective agreements, budget management and procurement.
- Excellent organizational and time-management skills.
- Excellent analytical reasoning and problem-solving skills.
- Excellent budgetary and fiscal management skills.
- Excellent interpersonal and communication skills, with the ability to translate strategic vision into common language.
- Ability to develop relationships and partnerships and to work collaboratively at all levels and areas within the organization.
- Proficient in coaching, leading, mentorship and team building.
- Proficient in the use of standard office applications and enterprise-level information systems.
- Ability to arrange suitable transportation to various work locations.

SALARY RANGE: $85,767 to $102,419 per annum
START DATE: ASAP

This position will remain open until filled. To learn more about this opportunity and to apply through Harbour West Consulting Inc, please go to: https://hwest.ca/job/senior-director-advancement-services/.

The University is committed to the principle of equity in employment