

Senior Development Officer, Faculty of Engineering - University of Waterloo

Posted date: August 24, 2009

Closing date: September 8, 2009

The Faculty of Engineering at the University of Waterloo is currently in its largest capital campaign to date in support of *Vision 2010*, the Faculty's strategic plan to make Waterloo Engineering Canada's premier engineering school, and to be counted among the leading schools of engineering in North America.

With eight academic units and over 30,000 alumni around the world, the *Vision 2010* campaign seeks to raise \$120 million from the private sector to enable it to significantly expand its teaching and research facilities, provide prestigious graduate scholarships and doctoral fellowships, and support endowed research chairs to recruit and retain top faculty.

The Senior Development Officer, as part of the Faculty's and University's senior development team will be primarily responsible for seeking major gifts of \$100,000 and more from alumni and friends in specific Canadian and international locations.

Responsibilities:

- develops and maintains a good working knowledge of the Faculty's activities, priorities and needs in both teaching and research
- develops a good working knowledge of the Faculty's priority projects for the *Vision 2010* Campaign
- using this knowledge and working with the Director and Associate Director, plans, develops, implements and evaluates fundraising strategies within the Faculty for the individuals and alumni and corporate sector, including cultivation, solicitation and stewardship activities
- participates in prospect identification, review, research, management and clearance
- from time to time works with faculty members to develop public/private partnership supports
- develops proposals for projects tailored to the specific interests of individuals, corporations, foundations, and associations
- often works with colleagues from the Faculty of Engineering and other Faculties
- identifies, recruits, advises and manages volunteers (faculty, alumni, corporate volunteers, UW friends and staff) in fundraising projects and programs
- establishes and maintains relationships with the alumni and individuals, through campus visits, invitation to special events & announcements, information exchanges and helping with the creation of fundraising materials
- coordinates special projects and campaigns as assigned
- participates in the recruitment, training and management of volunteer teams
- provides functional direction to assistants involved in these activities, where applicable
- actively participates in prospect management team meetings and professional training

Qualifications:

- university degree or equivalent combination of education and relevant experience
- extensive fundraising experience including campaigns and major gifts with a proven track record of success
- volunteer management experience including corporate and professional leadership

- experience creating promotional materials and proposals
- understanding of the university environment including the integration of research
- proven ability to communicate effectively with a wide range of individuals
- excellent interpersonal, analytical, research and organizational skills
- sound judgment, tact, diplomacy and demonstrated problem solving skills
- demonstrated ability to take initiative and work independently and as a team member in a fast-paced, highly computerized and challenging environment
- willingness to undertake some travel along with occasional evening and weekend work

Qualified candidates should send a complete resume by September 8, 2009 to:

University of Waterloo

Human Resources

200 University Avenue West

Waterloo ON N2L 3G1

Email: hrresume@admmail.uwaterloo.ca

Fax (519) 746-3242

Compensation: Salary USG 11

Full Time Permanent Position

Please quote job number 4478

We thank you for your interest, but due to the number of applications received, we regret that only those candidates that will be interviewed will be contacted.

THE UNIVERSITY OF WATERLOO IS AN EQUAL OPPORTUNITY EMPLOYER