

Position Description: Director Giving

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**Reports to: Associate Vice President, Advancement**

**Date: July 2019**

***General Accountability***

Reporting to the Associate Vice President, Advancement, the Director, Giving provides collaborative leadership to a team of Advancement professionals for Saskatchewan Polytechnic’s fundraising programs, including major giving and campaigns, planned giving, leadership giving, and donor relations and stewardship. This position is responsible for significantly increasing and diversifying fundraising revenue by leading the development and implementation of fundraising programs and activities in support of Saskatchewan Polytechnic’s strategic plan with the key goal of achieving transformational growth and performance of the overall fundraising portfolio.

This role provides inspirational leadership and collaborative implementation of the business model for fundraising programs at Saskatchewan Polytechnic. The Director, Giving will also manage a portfolio of major and principal gift prospects and donors.

The Director, Giving contributes to the institution’s strategic directions by leading and motivating staff, as well as maintaining a full understanding of trends and practices to continually improve fundraising performance. As a member of the Advancement leadership team, the Director, Giving works collaboratively within Advancement to ensure all fundraising functions are effectively implemented and complementary to our Alumni Engagement efforts. Utilizing a centralized organizational structure, this role plays an integral and influential role in institution-wide fundraising initiatives, working with senior leadership to identify fundraising opportunities that support broad institutional priorities that align to the Saskatchewan Polytechnic vision and mission. This will involve ongoing and regular collaboration with senior leadership to coordinate and implement comprehensive fundraising strategies that enhance relationships, donor participation and capacity, leading to increased fundraising revenue generation. Additionally, the Director, Giving will contribute to the development of a comprehensive Advancement strategic plan to meet the overall fundraising goals and objectives of Saskatchewan Polytechnic, and ensure best-practices are adopted in all strategic, operational, and policy matters.

The common goal of Advancement is to build community and support by connecting with the institution’s stakeholders (alumni, donors, volunteers, faculty, staff, students, and friends) through strategies and programs designed to build engaging and enduring relationships that promote advocacy and philanthropic support for Saskatchewan Polytechnic.

***Job Context***

The Director, Giving is accountable for supervising, directing, and coaching the Giving team, providing leadership in building a collaborative, donor-centric culture, and sustaining fundraising performance. This position will work with leaders in other post-secondary institutions locally, nationally, and internationally, and will be required to travel representing Saskatchewan Polytechnic at the national level. Travel as well as evening and weekend work will be required.

Additionally, the Director, Giving will oversee the development of policies and procedures that support institutional fundraising, and work collaboratively to identify business processes that ensure donor obligations are fulfilled and improve the overall donor experience. This critical functions in a highly demanding environment that requires the ability to continually seek opportunities, issues, and barrier among multiple priorities and competing interests. The incumbent will endorse and embrace diversity, innovation, partnerships, and collaborative action. The work is high volume and complex, and the consequence of error is significant to the reputation and profile of the institution, ultimately impacting donor support.

Working in alignment with Saskatchewan Polytechnic policies and procedures, the Canadian Income Tax Act, Canada Revenue Agency (CRA) guidelines, and Association of Fundraising Professionals (AFP) ethical principles and standards, this position builds and maintains collaborative relationships with representatives of the institution, donors, and prospects to meet fundraising objectives. The Giving (Development) team is part of the Office of Advancement, and also includes Alumni Engagement, and Advancement Services teams.

Preference is for this position to be based at the Saskatchewan Polytechnic Administrative Office in Saskatoon (alternate locations may be Moose Jaw, Prince Albert or Regina).

***Specific Accountabilities***

**Leadership and Strategic Planning**

* Provide leadership in formulating the strategic and operating plans for the Giving area, consistent with the Advancement annual and multi-year business plans, Advancement strategic plan, and Saskatchewan Polytechnic’s institutional plan, ensuring alignment and integration of fundraising program strategies and activities with alumni engagement programming.
* Provide leadership and expertise to fundraising professionals to support the development and implementation of their individual donor portfolios, including measurable goals and objectives, donor engagement strategies, contact plans, timelines, budget, and other resource requirements for the identification, cultivation, solicitation, and stewardship of specific prospects, donors, partners, and stakeholders.
* Ensure alignment of all communication activities and tactics used to deliver fundraising programming, with institutional positioning and marketing strategies.
* Work collaboratively with the Director, Advancement Services to develop processes for reporting, tracking, and evaluating fundraising progress against objectives as outlined in multi-year business plan.
* Participate in Advancement strategic and operational planning, including budget preparation.
* Establish a highly collaborative planning and operational environment to achieve Advancement philanthropic and engagement goals. Conduct regular and ad-hoc donor portfolio management meetings with the Giving team, ensuring donor engagement strategies are developed collaboratively.
* Support, lead, and be accountable for fundraising priorities and initiatives.
* Collaborate with Alumni Engagement, and Advancement Services leadership to support a donor-centric philosophy among staff that positively impacts alumni, donors, and friends.
* Collaborate with other Saskatchewan Polytechnic partners and leaders to ensure objectives of the institution, schools and program areas are met. This will require engagement, shared purpose, clear and achievable objectives and goals, and a passion to arrive at our shared success and outcomes.
* Review Saskatchewan Polytechnic policies and procedures determining the operational impact and/or requirements on services for alumni and donors, and provide policy revision as necessary.
* Monitor and revise the appropriate strategies to ensure plans are aligned with emerging trends and needs of key stakeholders.
* Promote and foster the importance of giving, ultimately facilitating a culture of philanthropy.

**Donor Portfolio Management**

* Identify, evaluate, cultivate, solicit, and steward a portfolio of major and principal gift donors and prospects working with the Giving team, other institutional personnel and key volunteers to achieve fundraising objectives through personal contacts and written proposals to reach fundraising target.
* Ensure contacts with donors and prospective donors are documented and information required to facilitate the donor relationship, gift acknowledgement and donor recognition is recorded in Raiser’s Edge in a timely manner.
* Support the work of applicable volunteers engaged to support fundraising initiatives through effective recruitment, training, motivation, communication, and recognition.

**Giving Programs**

* Lead and direct all fundraising programs, and work collaboratively with the Advancement team to develop the suite of programming that will achieve transformational growth, fundraising performance, and revenue diversification.
* Develop, lead, and implement strategies and facilitate cross-team collaboration to build Advancement capacity for principal gifts, major gifts, planned (legacy) giving, leadership giving, campaign and other fundraising efforts.
* Ensure all fundraising programs include appropriate planning strategies, fundraising targets, moves-management, and activity reporting.
* Work collaboratively with Saskatchewan Polytechnic leadership to continually improve fundraising program efficiency, marketing and overall effectiveness.
* Work with the Associate Vice President, Advancement to oversee the prospect management process, and prospect assignment/clearance process.

**Donor Relations & Stewardship**

* Oversee all donor relations activities and gift stewardship, ensuring activities enhance the donor experience.
* Lead all stewardship reporting and activities, ensuring transparency in the use of donor funds to meet gift agreement responsibilities.
* Oversee donor communications, ensuring donor relations and stewardship activities are effective and impactful to donors.

**People Management**

* Provide leadership and expertise as a member of the Advancement leadership team, and serve as a resource to Saskatchewan Polytechnic wide-organization.
* Lead the Giving team, providing expertise, mentorship, coaching and development opportunities to enhance performance, and to enable direct reports to achieve their accountabilities.
* Ensure a positive, diverse, and inclusive work and learning environment.
* Recruit, orient, and retain outstanding staff in pursuit of service excellence aligned to Saskatchewan Polytechnic’s values of respect, integrity, sustainability, and excellence.
* Establish clear performance standards and goals for direct reports and ensure accountability in meeting standards and goals.
* Maintain a collaborative, high-performing team through effective use of human resources practices, and procedures.
* Address people management issues in a timely manner while ensuring compliance with the Collective Agreement, and Saskatchewan Polytechnic policies to build and maintain relationships.
* Ensure workforce planning activities are carried out within the unit in alignment with divisional direction, and Saskatchewan Polytechnic objectives.
* Demonstrate and encourage cross-enterprise collaboration across the unit by aligning work with business needs, use of team norms, and constructive communications.

**Resource Management**

* Develop and manage operational budgets in alignment with the Advancement strategy, including Alumni Engagement and Advancement Services areas. Ensure accordance with generally accepted accounting practices and initiate corrective action as required.
* Ensure resources are allocated in accordance with the multi-year business planning model.
* Ensure the general safeguarding and stewardship of all resources within Giving.
* Develop innovative solutions to resource challenges.
* Conduct regular reviews of performance against objectives, monitor financial performance to ensure adherence to budgets, and provide monthly ad-hoc reports to the AVP Advancement as required.

**Relationships**

**Internal:**

* Provide guidance and mentorship to senior leaders in order to effectively manage key donor relationships, and improve effectiveness of fundraising activities to support Saskatchewan Polytechnic strategic goals.
* Model exemplary leadership and provide management and direction to help create a culture of philanthropy, initiative, and collaboration.
* Develop creative and innovative responses to the changing philanthropic environment and provide counsel and support to initiatives that support higher levels of engagement and philanthropy.
* Provide strong leadership presence and accessibility, enabling and encouraging open, transparent, and bold thinking, generating new ideas that continually enhance the organization.

**External:**

* Engage in consultations and relationship building with external audiences to support the President, Board of Directors, Vice Presidents, and other management. Represent Saskatchewan Polytechnic externally, in partnership with other senior managers.
* Maintain a positive and proactive relationship with strategic vendors to ensure mutually beneficial and long term relationships that result in Saskatchewan Polytechnic receiving the best value and service.
* Liaise and collaborate with leaders in other post-secondary institutions on shared initiatives.
* Build a network of contacts and information sources to keep current and informed on matters and trends related to philanthropy, fundraising, donor relations and stewardship to enhance services to donors and alumni and maintain a high-functioning operation.

### Required Qualifications and Experience

Bachelor’s degree required, master’s degree or other advanced education strongly preferred. A recognized professional accreditation such as CFRE would be considered an asset. The successful incumbent will bring a minimum of five years of directly related progressive fundraising experience focusing on major gift fundraising as well as leading change in a complex, rapidly changing environment and experience in promoting teamwork, collaboration and partnership in an inclusive manner. All candidates must display a proven track record of success in cultivation, solicitation, and stewardship of major giving prospects.

***Required Competencies***

**Leads Transformation**

Anticipates emerging trends and creates opportunities that shape and transform the organization and polytechnic sector in Canada.

**Inspires Courage & Innovation**

Models and enables creative thinking, curiosity, and calculated risk-taking to create new solutions.

**Cultivates Strong Relationships**

Builds strong and trusting relationships and brings a stakeholder and learner-centric mind set and focus to all elements of the organization.

**Drives Operational Excellence**

Leverages business insight, financial acumen, and operational rigor to maximize productivity and build long-term, sustainable success.

**Builds Leadership & Culture**

Brings authenticity, emotional intelligence, and accountability to develop leadership effectiveness in individuals, teams, and our culture.

**Knowledge and Expertise**

Demonstrates proficiency in the knowledge and skills specific to the position and uses expertise to serve the objectives of both the group and organization as a whole.