

## **Position Overview**

**Development and Alumni Engagement, Faculty of Arts and Libraries and Cultural Resources** are currently seeking a Full-time Regular **Director of Development**.

The University of Calgary is Canada's leading next-generation university, a living, growing and youthful institution that embraces change and opportunity with a can-do attitude. The university has a clear strategic direction, Eyes High. We aspire to be Canada's most entrepreneurial university in the country's most enterprising city. To this end, we've launched Energize: The Campaign for Eyes High, a \$1.3 billion comprehensive fundraising campaign, which promises to positively charge our campus community, our city and beyond through philanthropic support for student experiences that unleash potential; research outcomes that benefit society and community connections that strengthen our ties.

Reporting to the Dean of the Faculty of Arts, Vice-Provost for Libraries and Cultural Resources (LCR) and the Senior Director of Development, the Director of Development is involved in strategic planning to generate philanthropic support, sponsorship revenue and lasting relationships which will assist the Dean of Arts in achieving the goal of positioning the Faculty of Arts as one of Canada's top Arts schools and the Vice-Provost in creating a meaningful impact for Libraries and Cultural Resources.

The Director of Development, Faculty of Arts and Libraries and Cultural Resources is responsible for planning, conducting, and managing all philanthropic and sponsorship activity of the Faculty/LCR, and for building and cultivating relationships with the following constituencies: prospective donors, donors, alumni/ae, and key community stakeholders. This position exercises considerable independent managerial discretion in the development of a business plan to engage prospects and donors in the development program. The Director of Development manages a development and alumni team of staff, has independent discretion and operates across all aspects of typical managerial decisions.

## **Position Description**

**Summary of Key Responsibilities** (job functions include but are not limited to):

- Responsible for all aspects of fund raising and alumni engagement, and those aspects of external relations as they relate to development for the Faculty of Arts and Libraries and Cultural Resources.
- Set and achieve annual and campaign fundraising targets and other fundraising metrics for activity with the Dean, Vice-Provost AVP Development and Senior Director of Development.
- Work with the central DAE Office to integrate and coordinate the Faculty of Arts/LCR fundraising planning and execution with that of the University as a whole.
- Provide leadership in the development of short and long-term strategic fundraising plans for the Faculty of Arts and LCR
- Recruit, lead, and manage a team of approximately 3-5 assigned staff
- Develop and implement a comprehensive fundraising and alumni engagement plan that incorporates annual giving (from alumni/ae and others), sponsorship, major and principal gifts, specialized campaigns and planned/legacy giving.
- Develop and manage a prospect pipeline and assist the Dean of Arts, Vice-Provost for LCR, department heads and volunteers in identifying, cultivating, soliciting and stewarding donors.
- Write briefs, proposals and other persuasive fundraising collateral.

- Working with the Dean of Arts and Vice-Provost LCR to develop and manage any fundraising volunteer groups that will actively engage alumni/ae and members of the community.
- Consult with the Dean, Vice Provost and AVP, Development on all matters pertaining to fund development.
- Ensure effective alumni engagement strategies are undertaken at the faculty level and that they leverage and align with university-wide alumni initiatives to maximize efficiency.
- Collaborate with other members of the Faculty of Arts and LCR administration teams who have responsibilities for alumni relations, external relations and communications to ensure effective positioning of the Faculty of Arts and LCR with their various stakeholders.
- Successfully lead others and manage DAE resources (budget, senior University officials, staff, volunteers) in alignment with fundraising and alumni engagement initiatives.
- Practice ethical fundraising in keeping with the University's mission and values and in accordance with charitable giving standards.
- Ensure ongoing familiarity with current trends in fund development and alumni engagement.
- Ongoing personal development as a professional fundraiser.

#### **Qualifications / Requirements:**

- A university degree in a related field with 3 to 5 years fundraising experience in a post-secondary education setting is preferred
- Demonstrated experience in major gift (\$25,000) solicitations is required
- Excellent verbal and written communication abilities
- Sound judgment and decision-making capabilities and the ability to work independently
- Excellent organizational skills
- The ability to coach and train academic leadership and staff in the area of fundraising

**Application Deadline:** December 7, 2018

*We would like to thank all applicants in advance for submitting their resumes. Please note, only those candidates chosen to continue on through the selection process will be contacted.*

#### **Additional Information**

This position is classified in the **Management Career Band, Level 3** of the Management and Professional Staff Career Framework.

To find out more about management and staff opportunities at the University of Calgary and all we have to offer, view our [Management and Staff Careers website](#). For more information about Development and Alumni Engagement visit [Careers in the Development and Alumni Engagement](#)

#### **About the University of Calgary**

The University of Calgary is Canada's leading next-generation university – a living, growing and youthful institution that embraces change and opportunity with a can-do attitude. Located in the nation's most enterprising city, the university is making tremendous progress on its Eyes High journey to be recognized

as one of Canada's top five research universities, grounded in innovative learning and teaching and fully integrated with the community it both serves and leads. The University of Calgary inspires and supports discovery, creativity and innovation across all disciplines. For more information, visit [ucalgary.ca](https://ucalgary.ca).

*The University of Calgary recognizes that a diverse staff/faculty benefits and enriches the work, learning and research experiences of the entire campus and greater community. We are committed to removing barriers that have been historically encountered by some people in our society. We strive to recruit individuals who will further enhance our diversity and will support their professional success while they are here. We encourage all qualified applicants to apply, however preference will be given to Canadian citizens and permanent residents of Canada.*