

Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00063	Pay Grade:	8
JD Title:	Development Officer	JD FTE Hours:	35
Job Family:	PR/Alumni		

General Description

To maximize private financial support to McMaster from alumni, individuals, corporations, foundations and other sources. Development Officers will be assigned a portfolio that will be either program based or prospect based. As a key member of the University Advancement team, this position is responsible for making a positive commitment to University Advancement’s mission, vision and values, and principles: Integrity, Quality, Respect, Service, Strategy and Teamwork. Due to the nature of this position some evening and week-end work as well as some travel will be required.

Representative Duties & Responsibilities

- Develop strategies to identify, cultivate, solicit, and steward donors and potential donors.
- Develop advocacy and support by calling on potential donors and accompanying University leadership and key volunteers on corporate and foundation calls.
- Responsible for meeting financial and visit goals, set on an annual basis.
- Work with Deans and faculty fundraising staff to determine priorities and develop solicitation action plans.
- Maintain a professional and cooperative relationship with donors and other supporters. The Development Officer must have superior interpersonal, communication, both written and verbal, and relationship management skills required to interact with the donor, potential donor and other internal and external supporters which will result in success.
- The Development Officer is also required to display extreme professionalism and must have excellent judgement and decision making abilities, as well as display tact and sensitivity.
- Evaluate gift capacity and donor interest.
- Mediate with donors, and between donors and other University departments to resolve issues arising from changes in University or government policies which have an impact on the donor's original intentions or expectations.
- Write detailed proposals to individuals, foundations, corporations and other potential donors aligning their philanthropic interests with University fundraising priorities.
- Write gift agreements, and stewardship plans geared to accountability, donor recognition and securing ongoing support.
- Write well. Almost every activity in the Development Officer’s portfolio involves producing documents that need to be clear, precise, and accurate. The Development Officer needs to write persuasively, tactfully and with sensitivity in order to be successful.
- Write a variety of documents, including but not limited to, correspondence, contact reports, and briefing notes.
- Complete annual and long-range business plans for securing financial support, which includes outlining goals and objectives, detailed program strategies, timelines, and budgets.
- Complete statistical analysis, projections, and detailed reports on fundraising goals and performance that may be used to contribute to the development of internal budgets.
- Draft and manage the budget for each program within the Development Officer’s portfolio.
- Compile and analyze financial data that is used to contribute to the development of internal budgets and budget forecasts.
- Manage volunteers connected to giving programs. This includes recruitment, orientation, training, recognition and on-going program coordination.
- Coordinate campus visits, contact prospects and participate in other cultivation activities to promote and enhance the University’s fundraising efforts.

Representative Duties & Responsibilities

- Utilize a sophisticated database to assist in the management of relationships and information.
- Gather and compile information on institutional and faculty fundraising priorities, research, and programs.
- Support visit set up and develop information kits and publications.

Supervision

- Ensure adherence to quality standards and procedures for short-term staff and volunteers.

Qualifications

- Bachelor's degree in a relevant field of study. A McMaster degree is an asset.
- Requires a minimum of 3 years of relevant experience.
- Excellent communication skills (both written and verbal) are required.
- Superior interpersonal skills.
- Experience managing volunteers is required.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to word process documents and correspondence.
- A typical work day consists of up to 2 hours of moderate physical effort for activities such as:
 - Some travelling is required.
 - Walking and standing while attending and participating in a variety of events.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Collecting routine information and word processing routine documents such as correspondence and forms.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Writing detailed proposals to individuals, foundations, corporations, and other donors.
 - Completing annual and long-range business plans for securing financial support.
 - Completing statistical analyses, projections, and detailed reports on fundraising goals and performance.
 - Compiling and analyzing financial data that is used to contribute to the development of internal budgets and budget forecasts.
- A typical work day consists of up to 2 hours of high mental effort for activities such as:
 - Developing strategies to cultivate, solicit, and steward fundraising initiatives.
 - Mediating with donors, and between donors and other University departments to resolve questions arising from changes in University or government policies which have an impact on the donor's original intentions or expectations.

Working Conditions

Physical Environment:

- Occasionally works outside in a range of weather conditions when working annual events such as Homecoming and Alumni Weekend.

Psychological Environment:

- Occasionally interacts with individuals who may be difficult or challenging.
- Occasionally works in an environment with a lack of appropriate privacy when discussing sensitive donor information.
- Frequently deals with competing requests and simultaneous deadlines.
- Results oriented environment where success is clearly measurable in terms of achievement against ambitious goals set on an annual basis.

Health & Safety:

- Occasionally travels to meet with existing and potential donors and to attend events.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00063	Pay Grade:	8
JD Title:	Development Officer	Total Points:	517
Job Family:	PR/Alumni		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	5.0	105
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	4.0	54
	5. Education and Experience	E3	100
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	3.0	46
	10. Responsibility for Others	2.0	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	3.0	66
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5