



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 #:	JD00300	Pay Grade:	9
JD Title:	Senior Development Officer	JD FTE Hours:	35
Job Family:	PR/Alumni		

General Description

Responsible for identifying, establishing, cultivating, and sustaining relationships with alumni, individual and corporate donors and community partners. Secures significant and ongoing financial support and consistently enhances the pool of future donors.

Representative Duties & Responsibilities

- Develop new strategies to build and maintain a competitive position for securing gifts and maximizing giving opportunities.
- Maintain a portfolio of major individual and organizational donors and sustain a program of donor stewardship activities.
- Identify potential donors by conducting prospect research on individuals and organizations.
- Secure funds for a variety of University priorities.
- Move donors through the donor cycle from discovery through to stewardship.
- Prepare business plans which identify fund raising goals and strategies for University, faculty, and department driven projects.
- Write a variety of documents, including but not limited to, correspondence, contact reports, and briefing notes.
- Create gift illustrations indicating the benefit of matching donations at a variety of gift levels and pledge periods.
- Prepare and deliver presentations for both internal colleagues and external parties on a variety of subjects related to development and fundraising.
- Gather, calculate, evaluate, and understand statistics related to donor giving patterns.
- Analyze and evaluate individual and corporate financial information for the purpose of determining net worth and capacity for donating.
- Provide information and advice to potential donors and donors regarding the implications of a gift on their financial and tax situation.
- Consult to both internal and external parties on specific policies and procedures relating to specialized portfolios.
- Negotiate with donors and the appropriate University parties when drafting gift agreements and terms of reference.
- Respond to requests for information from donors and colleagues.
- Plan and coordinate a variety of events, including but not limited to, donor meetings and tours of campus facilities.
- Update and maintain database records.
- Remain current with changes to tax legislation, and trends and new methods of identifying and evaluating potential donors.

Supervision

- Provide lead hand supervision and is responsible for the quality and quantity of work of others.

Qualifications

- Bachelor's degree in a relevant field.
- Requires a minimum of 4 years of relevant experience.

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, enter data into databases and enter financial information into spreadsheets.
- Elements of moderate physical effort are not a regular feature of this job.
- 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, word processing routine documents such as correspondence and reports, and inputting data into databases.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Maintaining a portfolio of major individual and organizational donors and sustain a program of donor stewardship activities.
 - Identifying potential donors by conducting prospect research on individuals and organizations.
 - Analyzing and evaluating individual and corporate financial information for the purpose of determining net worth and capacity for donating.
 - Providing information and advice to potential donors and donors regarding the implications of a gift on their financial and tax situation.
 - Consulting to both internal and external parties on specific policies and procedures relating to specialized portfolios.
- A typical work day occasionally requires high mental effort for activities such as:
 - Developing new strategies to build and maintain a competitive position for securing gifts and maximizing giving opportunities.

Working Conditions

Physical Environment:

- There are no particularly unpleasant elements inherent in the job.

Psychological Environment:

- Occasionally interacts with donors and potential donors who may be rude or upset.
- Occasionally handles competing requests with simultaneous deadlines.

Health & Safety:

- Travels significant distances throughout the province on a regular basis to attend events and cultivate donor and potential donor relationships.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00300	Pay Grade:	9
JD Title:	Senior Development Officer	Total Points:	570
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	3.0	55
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	4.0	93
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	1.0	3
	14. Health and Safety	2.0	16