# Job Description

## 1. Position Identification

<table>
<thead>
<tr>
<th>Position Number:</th>
<th>992857, 992951, 993034, 993703, 994826, 995165, 995747, 998662, 998664, 998665, 998666</th>
</tr>
</thead>
</table>

**Position Title:** Development Officer  
**Department:** Development  
**Reports to:** Director, Fundraising and Dean/Assistant Dean/Unit Head/Manager, as assigned  
**Number of Direct/Indirect Reports:** Direct: 0, Indirect: 0  
**Classification Level:** SG12  
**Current Incumbent (if applicable):**

## 2. Position Summary

Jointly reporting to the Director of Fund Development and to the Dean, Assistant Dean, Unit Head or Manager of an assigned portfolio, and adhering to national standards of ethical fundraising, the Development Officers work collaboratively to identify major gift, sponsorship and planned giving opportunities, develop and manage an assigned portfolio and raise major gifts in support of approved priorities first within their assigned faculty/unit(s) and secondly among faculties, projects or programs across the University.

## 3. Key Responsibilities and Expectations

<table>
<thead>
<tr>
<th>% of time</th>
<th>Expectations:</th>
</tr>
</thead>
</table>

**Working with the Dean/Assistant Dean/Unit Head/Manager to develop a Major Gift Fundraising Business Plan**  
20%

- Developing a Major Gifts Fundraising Business Plan to obtain major gifts that support the Faculty/Unit’s approved priority fundraising projects and support the University’s mission and goals.
- Identifying major gift fundraising opportunities for the Faculty/Unit’s approved fundraising projects.
- Helping to build support for and commitment to the Faculty/Unit by creating a running inventory of fundraising priorities, major gifts, innovative programs, research activities and individual or unit accomplishments for use by UVic Communications and the Faculty/Unit in university-wide publications, marketing initiatives and media relations.
- Working to build support for and commitment to the university’s fundraising priorities as a whole, across faculties and units as synergies exist.

**Implementing the Major Gift Fundraising Business Plan to obtain major gifts that support the Faculty/Unit’s**  
- Identifying potential individual, corporate, sponsorship, government or foundation major gift donors that have an affinity (or a potential affinity) with the Faculty/Unit or an interest in the projects.
- Developing a strategy for moving the potential donors toward making a gift to the Faculty/Unit or alternatively to
**approved priority fundraising projects and support the University's mission and goals**

65%

- Working with the Deans/Assistant Deans/ Unit Heads/Managers and other appropriate individuals to develop relationships with potential donors to the Faculty/Unit and to continue building on existing relationships with donors.
- Preparing for and accompanying the Dean or other appropriate individuals on visits or meetings with potential and existing donors to the Faculty/Unit.
- Researching and preparing proposals and case for support material.
- Facilitating and if appropriate participating in the solicitation of major gifts, sponsorships and planned gifts to the Faculty/Unit.
- Implementing the follow-up action steps to gain the commitment of a gift to the Faculty/Unit.
- Planning and coordinating the continuance of the relationship with appropriate individuals in the Faculty/Unit.
- Preparing briefing notes for the Dean/Assistant Dean/Unit Head/Manager or others for meetings with donors and prospects.
- Leads and/or directly coordinates strategic events for the Faculty/Unit as required in support of major gifts and planned gifts.
- Is a key member of the Faculty/Unit’s External Relations team and helps with events that support the School's external activities e.g. Graduation brunches, and community events.

**Collaborating with other Development team members 15%**

- To integrate Faculty/Unit fundraising projects with University-wide fundraising programs.
- To ensure the effective presentation of appropriate planned giving instruments to prospective donors.
- To work through the Prospective Management Donor Clearance process to obtain approval for relationship-building activities with those identified.
- To plan appropriate recognition and stewardship, in accordance with the University's Recognition Policy, once the gift commitment has been made.
- Collaborating with other key members of the Faculty/Unit and Central Development to understand and support the Annual Giving Program, Alumni Relations and Communications.

### 4. Classification Factors:

(a) Independence of action, authority and decision making:

The Development Officer works within national standards of ethical fundraising.
(Association of Fundraising Professionals [AFP] and Canadian Association of Gift Planners [CAGP]), Canada Revenue Agency and university policies and/or department procedures (i.e. the Gift Acceptance, Project Approval, Prospect Clearance, and Recognition & Naming Policies), the larger strategic plan of the university and with senior leadership to establish and deliver an effective development and fundraising plan.

Acts autonomously in liaising with clients and members of the University community. Advice and support is available, but independent decision making is required in order to develop and implement projects and priorities in a timely manner.

(b) Accountability – scope and impact:

Accountable for making sound decisions affecting relationships and major gift prospects impacting Development, assigned and cross portfolio clients and/or the university as a whole. Required to manage assigned portfolio in order to raise the funds in accordance with plans. This includes strategically integrating clients, fundraising initiatives, projects and plans with University-wide fundraising priorities and reflective of collaborative involvement in establishing goals and outcomes to be achieved within assigned portfolios and across campus.

(c) Supervision given and received:

**Given:** Provides ongoing (informal) direction and coordination to other staff in the delivery of events, initiatives and programs, including other development or Alumni staff (in the integration of activities), work-study student(s) throughout the year as well as temporary event staff or volunteers, as required.

**Received:** Works under the direction of the Director of Fundraising and in direct collaboration with the assigned Dean/Assistant Dean/Unit Head/Manager. The Director manages the performance and Dean/Assistant Dean/Unit Head/Manager contribute feedback and participate in performance management.

(d) Budget, Financial & Material resources:

Responsible for the appropriate use of university data records and for raising multiple major gifts to meet the goals of their Plan, goals are in the range of $500,000. May develop and/or monitor small event budgets or related event purchases.

(e) Problem-Solving

Strategic collaboration and prioritization of competing demands and requirements across varying stakeholders is required to increase fundraising goals. The Officer is required to identify the most effective use of resources and highest return on investment and evaluates, investigates, adapts and creates new methods and procedures in order to meet client and university fundraising needs. Methods and procedures may be unique to a specific client or implemented across portfolios.

5. Summary of qualifications:

The successful candidate will have a Bachelor’s degree and at least three years’ of related experience. An equivalent combination of training, education and/or experience may be considered.

Requires understanding and knowledge of the relevant communities of the assigned portfolio along with an aptitude for knowledge sharing and continuous learning gained
through the establishment of strong connections across diverse, relevant networks. Preference will be given to work experience gained in an academic environment and/or to backgrounds in first Faculty/Unit assignment and/or to applicants holding direct Major Gift fundraising experience.

In addition, it requires the following abilities:

- Work and communicate effectively orally and in writing, with tact and diplomacy, with a variety of internal and external contacts;
- Effectively administer, organize, plan and manage time;
- Use sound judgment in the wording and the inclusion of pertinent and sensitive information;
- Maintain confidential information;
- Adhere to national standards of ethical fundraising, best practice, policies and related guidelines.

<table>
<thead>
<tr>
<th>Date of Submission:</th>
<th>________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Responsible Manager:</td>
<td>________________________________</td>
</tr>
</tbody>
</table>