

Job Posting

Job ID: 28591
Location:
Employment Group: Management&Professional (AAPS)
Job Category: Development Office
Classification Title: Development Office, Level F
Business Title: Director of Development, DAE, Faculty of Education
VP/Faculty: VP Developmt & Alumni Engagemt
Department: Development
Salary Range: \$86,507.00 (minimum) - \$108,132.00 (midpoint) - \$135,167.00 (maximum)
Full/Part Time: Full-Time
Desired Start Date: 03/05/2018 Ongoing: Yes
Funding Type: Budget Funded
Closing Date: 02/06/2018 Available Openings: 1

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Guiding principle: "Midpoint" of the hiring salary range means the individual possesses full job knowledge, qualifications and experience.

Job Summary

Responsible for leading the execution of the long-term strategy for a moderately complex Development and Alumni Engagement (DAE) program responsible for fundraising an average of \$2.5 million to \$8 million annually. To formulate and execute short and intermediate term plans; ensuring alignment with the department as well as UBC's overall DAE strategy. To ensure continued growth of DAE programs, to maximize operational efficiencies and resource development activity and to cultivate exceptional stakeholder and employee satisfaction.

Organizational Status

Reporting to either a Senior Director or an Executive Director, DAE. In the Campus Based Fundraising program, there is a joint report to the Dean. This position has primary accountability for Development within a DAE program and as such is responsible for developing strong working relationships with:

- donors, alumni, outside community group leaders and corporate executives;
- key stakeholders, strategic partners and senior University administration such as the University President;
- senior management within DAE as well as other related disciplines (i.e., AVP and VP level);
- the Dean and / or senior management of the faculty or program they are responsible for;
- DAE peers and direct reports; and
- UBC faculty and staff involved in DAE activities.

Work Performed

To develop and operationalize Development strategies for a moderately complex DAE program and to ensure the department as well as UBC meets strategic objectives.

- Formulates and executes short- and intermediate-term strategies for a moderately complex DAE program responsible for fundraising an average of \$2.5 million up to \$8 million annually; ensures strategies are concretely linked to the department and UBC's long-term strategy;
- Critical point of contact for donors and a variety of internal contacts providing fundraising;
- Manages team approaches with multiple campus stakeholders leading to gift conversion at the optimal donor level;
- Key advisor in ensuring proper interpretation and implementation of academic and fiscal policies;
- Manages the human, financial and operational objectives of the program including:
 - developing and implementing a comprehensive plan for identifying, cultivating and stewarding major gift prospects and donors as well as for implementing major gift strategies (e.g., strategies range from a minimum of \$100K up to multi-million gifts);
 - coaching and motivating staff and volunteers to achieve program objectives (e.g., fundraising goals);
 - understanding and successfully navigating the philanthropic industry (i.e., locally, regionally and globally);
 - contributing to the DAE's objective to maximize private and public sector support for the University;
 - developing and implementing a targeted donor communications, recognition and stewardship program; and
 - developing proposals for key fundraising initiatives and priority projects as appropriate.
- Formulates the annual operating budgets for the program consistent with UBC's established financial guidelines and business planning process;
- Implements DAE and UBC related processes, policies, systems and practices within the program that maximize operational efficiencies and competitive advantage;
- Oversees the delivery of alumni activities / objectives that impact the success of the program; and
- Responsible for personally developing and managing a major gifts portfolio in support of funding priorities and meeting fundraising goals.

To lead and manage a team responsible for executing the Development strategy within the program.

- Identifies strategies and key performance goals and acts as an advisor to direct reports (as well as supporting staff and volunteers); works to overcome challenges and barriers and minimize risk;
- Sets performance targets and measures, monitors and manages overall performance of the program

and direct reports;

- Ensures there is a comprehensive and effective succession management strategy in place for the program; identifies succession role requirements and high potential talent and actively develops key talent;
- Builds the capabilities of the team to enhance ability to achieve financial and operating strategy; hires appropriately, leverages the talents of the function and takes corrective action where necessary; and
- Other duties as required, within the classification of this position.

Supervision Received

- Work is performed within general authority according to broad objectives receiving little direction;
- Positions at this level work independently with discretion relating to donor negotiations, policy administration and interpretation, and administrative responsibilities; and
- Work is reviewed for attainment of objectives and effectiveness of results.

Supervision Given

- Positions at this level have direct responsibility for the performance of up to 6 employees including career and senior level employees;
- Positions are responsible for determining the plans for the program Development activities based on defined department goals; and
- Responsible for providing general direction to staff with an emphasis on the execution of plans and delivery of objectives.

Consequence of Error/Judgement

- Position is considered high profile for the department and is a critical point of contact for donors, alumni, community leaders, staff, volunteers and strategic partners as well as for UBC senior management, executives and key University administration (e.g., University President) as it relates to Development and alumni activities;
- Decisions and recommendations have a direct impact (i.e., fiscally, legally as well as reputational) on the success of the Development activities (e.g., average program level of \$2.5 million up to \$8 million) as well as the DAE department as a whole;
- Work is advanced in its complexity and involves a high degree of independent judgment;
- Work involves non-routine situations where established procedures do not always apply and problem resolution requires making modifications to existing processes, approaches or methodologies;
- Incorrect interpretation or communication of University policy and procedures or lack of tact, diplomacy or sensitivity when dealing with donors, alumni, the external community or senior administrators will negatively impact working relationships and may lead to the loss of a donation and / or reputation; and
- For example, the position is critical in advising and ensuring proper interpretation and implementation of academic and fiscal policies for fundraising, senior administrators, and development staff. With responsibility for a program raising an average of \$2.5 million dollars, if inappropriate advice, incorrect interpretation or improper financial analysis were conveyed to major donors or senior University administrators, millions of dollars could be incorrectly administered or unavailable for disbursement. UBC could be in direct violation of CRA guidelines.
- The incumbent participates in decisions concerning the planning, organization and utilization of staff, staff selection and job performance reviews.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of 8 years of related experience, Experience in a senior fundraising position, executing estate and trust planning, 5 years Leading and developing career and professional-level employees or the equivalent combination of education and experience. Advanced interpersonal skills to support the building of strong relationships with diverse groups of people (internally as well as externally). Excellent negotiations skills with the ability to influence decisions to achieve objectives while maintaining policy and best practice. Strong understanding of industry best practices as well as practices within other large / complex institutions. Advanced conceptual abilities and proven ability to implement high standards. Excellent knowledge of UBC procedure and policy. Experience managing the performance of direct reports through a performance management process. Experience managing multiple projects with multiple deadlines.

Strong understanding of accounting and budgeting principles. Strong understanding of legislation and regulations as they apply to own area.

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.