



ALGOMA UNIVERSITY JOB POSTING

JOB TITLE:	Manager, Advancement
DEPARTMENT:	Strategic Advancement
POSITION STATUS:	Permanent, Full-time, Non-Union
SUPERVISION RECEIVED:	Director, Strategic Advancement
SUPERVISION EXERCISED:	Development Officers Data Management Coordinator Volunteers

PRIMARY FUNCTIONS:

A. Development and Donor Relations	30%
B. Data Management, Reporting, and Research	25%
C. Outreach	25%
D. Administration	20%
Total	100%

Reporting to the Director, Strategic Advancement, and working alongside a growing team, the Manager, Advancement will be efficient and methodical, appreciating the crucial role good data plays in the ongoing and future success of advancement activities. Business-minded and highly relational, the Manager will take pride in delivering excellent support and guidance to their Advancement colleagues, and to the greater Algoma community.

The Manager, Advancement is responsible for identifying fundraising opportunities, advising on fundraising strategy, recommending solutions, implementing project plans, fostering external partnerships and responding to the objectives and priorities of the Institution. The position is responsible for project management; from planning to implementation and monitoring of special and community partnership projects, to ensure the objectives of the Advancement Office can be carried out efficiently and effectively. The position will oversee many of the Advancement functions at all three campuses, and collaborate across numerous departments.

Driven by the desire to assist our fundraising and community initiatives to grow and thrive, the Manager will proactively lead Advancement data services and provide leadership for key functions including data management, reporting, effective use of Raiser's Edge and related integrations, and gift processing.

The Manager, Advancement will coordinate, lead and assist with all fundraising projects, initiatives and daily activities within the Offices of Advancement that require knowledge of



ALGOMA UNIVERSITY JOB POSTING

confidential information related to staffing, funding priorities, new academic directions, and other strategic institutional objectives. The individual must be willing to respond to the given priorities of the day, and be willing to work cooperatively in a challenging and dynamic environment. This position will assist the leadership team with special projects and advancement initiatives on all three campuses (Sault Ste. Marie, Brampton and Timmins).

RESPONSIBILITIES

A. Development and Donor Relations

- Lead the development and implementation of an annual fundraising strategy and plan to cultivate, solicit and steward relationships with individuals, corporations, community groups and foundation donors, partners, and other fundraising organizations
- Oversee a stewardship and recognition framework to ensure the highest level of accountability is provided to annual donors ensuring long-term, sustainable relationships are developed and maintained
- Personally develop and manage a portfolio of major gift prospects, donors in various stage of engagement, solicitation and stewardship
- Provide leadership and accountability for the development, planning, analysis and execution of major gifts pipeline and play a leadership role in the execution of the University's advancement, engagement and solicitation strategy
- Oversee online and offline gifts from donors and generate gift acknowledgement letters, tax receipts, and pledge reminders while ensuring compliance with Canada Revenue Agency regulations
- Manage and coordinate monthly reconciliation and annual audit requests with the Finance department

B. Data Management, Reporting and Research

- Manage prospect research and conduct prospect activities to identify, qualify and further build the major gifts pipeline
- Lead the creation, documentation, and improvement of business processes related to data management and gift processing
- Create, update, and maintain overall systems for Raiser's Edge including, but not limited to, the effective set up and maintenance of database codes and accuracy of donor and prospect information, and ensuring accurate soft credit and pledge input
- Manage the integration and ongoing imports and exports of data between Raiser's Edge and the University's Student Information system database



ALGOMA UNIVERSITY JOB POSTING

- Extract data using queries and exports from Raiser's Edge to support the strategic objectives of the Advancement team
- Develop reporting and analytical tools that provide relevant and timely data to identify trends and metrics to optimize operations and revenues related to the Campaign and other fundraising initiatives
- Develop and lead periodic training for the Advancement team on current and new applications of Raiser's Edge, including reports and queries
- Work collaboratively with advancement colleagues to identify creative ways to use data to support current and future department goals and objectives
- Lead detailed research on a wide variety of issues and topics, relating to the supporting documentation required for the submission of funding proposals
- Consult with all appropriate faculty, staff, administration, and stakeholders around securing the data and information required for all deliverables
- Analyze data for trends or conclusions, and present results and recommendations with subsequent action plans as necessary
- Recommend business priorities, advise on resource requirements and develop roadmap for strategic execution
- Lead the execution of strategic initiatives, and assess and adapt as needed to ensure quality of execution

C. Outreach

- Support the building of partnerships and relationships with external stakeholders and donors
- Execute effective program/process management by facilitating meetings required as part of the proposal development process with internal clients and external partners
- Support meetings with other organizational units, external funding agencies and, as required, project specific business partners to resolve project planning, monitoring, control and reporting issues, as well as the analysis and review of pertinent legal agreements
- Network with industry contacts to gather and identify competitive insights and best practices
- Providing strategic advice on policy matters, potential partnerships and community engagement opportunities

D. Administration

- Develop draft communications such as remarks, presentations, and correspondence to a multitude of stakeholders
- Develop policies, procedures, and guidelines as well as new/enhanced program initiatives for Algoma's fund development and brand ambassadorship programs



ALGONIA UNIVERSITY JOB POSTING

- Ensure the appropriate collection, analysis and reporting of data required for analysis, strategic planning and decision making to support Institutional objectives
- Prepare regular fundraising reports, including evaluation and oversight of fundraising efforts
- Ensure the highest level of pro-activity and service for the Advancement Department
- Advise on draft policies and procedures
- Other duties, as assigned

WORKING CONDITIONS

- **Physical Effort Required**
 - Moderate: May require moderate physical effort, such as sustained periods of sitting in one place, periods of sustained keyboarding, and physical effort for setting up events and activities
- **Physical Environment**
 - Minimal: Minimal exposure to unpleasant/disagreeable conditions related to the members of the public, stakeholders and/or students, and some exposure to noise and outdoor environment such as dust, dirt and inclement weather
 - May require an irregular working schedule (e.g. weekends, evenings, holidays, off-campus travel) to deal with Donor related needs and issues, as well as Advancement functions and events
- **Sensory Attention**
 - Moderate: Frequent disruptions, daily front-line assistance, considerable computer work and an 'open-door' workspace.
 - Front line service demands with a limited level of control and frequent interruptions that may cause backtracking to resume interrupted work
 - High need for detailed and precise work
 - Frequent need to concentrate for lengthy periods of time
- **Mental Stress**
 - Moderate: Ability to assess and prioritize needs of staff, donors and in a multi-tasking, and faced-paced environment
 - Deadlines require immediate attention are often complex and sensitive in nature
 - Ensure confidentiality and sensitivity for Donors



ALGOMA UNIVERSITY JOB POSTING

MINIMUM QUALIFICATIONS

- Bachelor's Degree, or equivalent years of experience and education
- Minimum of five years' experience in a fundraising setting
- Previous management experience preferred
- Certified Fund Raising Executive (CFRE) designation preferred, or the ability to secure designation
- Proven track record of meeting or exceeding fundraising targets
- Proven ability to develop and maintain effective relationships with internal and external stakeholders including private sector, education, special interest groups, donors, nonprofit organizations, and community members
- Excellent relationship-building and interpersonal skills to work effectively with senior leaders, board members, donors and volunteers.
- Donor-centered and goal-oriented with solid understanding of Canadian philanthropic environment, legislation and available charitable vehicles, including familiarity and experience working with planned gifts, including bequests, trusts, insurance, and annuities
- Knowledge of University policies and procedures, and an understanding of the University's organizational structure, its governance, as well as the broader post-secondary sector is an asset
- Demonstrated ability to influence others, create alignment, generate commitment to goals and inspire others to action
- Experience leading complex and multi-stakeholder projects
- Knowledge of media (including traditional, new and social media).
- High degree of political acuity and judgment; ability to deal with Senior University Officers in a manner which facilitates cooperation and consensus building
- Strong research, writing, communication, presentation and interpersonal skills
- Ability to work independently with a high degree of initiative, discretion, and tact; ability to work under pressure
- Valid driver's license
- Commitment to understanding Algoma University's Special Mission and The Seven Grandfather Teachings
- Vulnerable Police sector check is required

Please submit a resume and cover letter (combined PDF) to people.culture@algomau.ca no later than 4:00pm on Friday, August 19, 2022.



ALGOMA UNIVERSITY JOB POSTING

Algonquin University is strongly committed to fostering diversity and inclusivity within our community and is an equal opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-seeking groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algonquin University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.

Please note that the successful candidate will be required to provide a Police Vulnerable Sector Check as a condition of employment.

This position is open to all qualified applicants, although preference will be given to Canadian citizens and permanent residents of Canada.