



**Director of Advancement, Athletics & Recreation
Department of Development, Office of Advancement**

Join Queen's Office of Advancement to move people to extraordinary levels of support for the university.

The Director of Advancement, Athletics & Recreation is integral to the continued evolution of the University's decentralized advancement model supporting more sophisticated and mature Departmental Development and Alumni Relations programs.

Reporting to the Executive Director of Development & Campaign, with accountability to the Executive Director of Queen's University Athletics & Recreation, the incumbent is responsible for the leadership, coordination, promotion, and operation of the University's Athletics & Recreation (A&R) Advancement programs. The incumbent works closely with Central Development and A&R staff, coaches and teams, senior university officials and senior volunteers regarding their involvement in major and principal gift fundraising, and engagement programs for A&R.

The Director of Advancement is responsible for managing a diverse portfolio of strategic relationships among the University's most generous benefactors consisting of individuals, corporations and foundations. As a member of the A&R Senior Management Team, the incumbent is a recognized leader in the department, providing high level Advancement expertise and strategic direction to the A&R Executive Director and other A&R staff, central and faculty development, volunteers, as well as senior university administrators. This includes providing guidance and managing the Advancement A&R team.

This position requires extensive travel within and outside Canada. Work on evenings and weekends is also often required.

Duties of the Director of Advancement, Athletics & Recreation:

Strategic Planning & Program Management

In consultation with the Executive Directors, manages A&R Advancement programs that result in the highest level of philanthropic support from donors across the University.

- Works closely with A&R and Central Development staff to develop multi-year plans of fundraising targets, prospect strategies, and go-to-market Advancement programs, within established deadlines, to maximize philanthropic commitments and revenue to the University. Executes the plan and negotiates as required to accomplish priorities and objectives.
- Analyzes data and prepares reports required to formulate, execute, evaluate and benchmark strategic and priority driven implementation plans. Reports on findings, and implements changes in strategy as required.
- Meets with the Executive Directors and A&R staff on a regular basis to review progress against annual goals and prospect strategy development. In consideration of progress to date, takes a lead role in identifying and implementing further opportunities and strategies that may have arisen to ensure annual goals will be met.
- In collaboration with the A&R Marketing, Communications and Events team, develops and implements comprehensive and integrated Advancement marketing and communication projects and activities that promote A&R programs, services and facilities. In conjunction with members of the unit, and where applicable the A&R senior management team, assists in the development of business models to implement activities that align Advancement A&R programming goals and increase and diversify revenue sources. Assists the Associate Director, Marketing, Communication and Events in soliciting and closing Advancement-related strategic business partnerships that include sponsorship, event staging and hosting components.
- Provides Advancement expertise, and guidance to those involved in the various activities associated with A&R and the Office of Advancement, including providing high level commentary on priorities, case statements, tailored proposals, and call briefings.
- Works with other A&R Advancement staff to develop and deliver training sessions for varsity club coaches and team leaders on fundraising for their clubs.

Fund Development

- Develops strategies, identifies, evaluates, cultivates, solicits, stewards and personally manages a portfolio of sophisticated and critical donors and prospects, with a primary focus on securing major and principal gifts.
- Collaborates with staff, coaches and teams to provide strategic fundraising leadership in the development and implementation of sophisticated gift requests, mass appeals, and face-to-face solicitations.
- In collaboration with Stewardship & Benefactor Relations, establishes timely and appropriate stewardship plans, ensuring gifts are handled and recognized according to sound Advancement practices.
- Motivates, organizes and gains commitment from a broad range of influential volunteers and University senior administrators who will assist in securing philanthropic commitments.
- Gathers information, coordinates and prepares internal and external communications, briefing notes, research profiles, funding proposals, gift agreements, stewardship reports, activity reports, and accountability reports as appropriate to area of responsibility.
- Develops and maintains an in-depth knowledge of A&R / University activities, funding priorities and needs. Applies this knowledge in matching the interests and needs of prospective donors with the strategic needs of the university.
- Communicates regularly with other staff members in A&R/the Office of Advancement to coordinate supporting activities and expertise related to the management of prospects, and to stay abreast of any relevant developments and/or legislation that may assist in maximizing philanthropic revenue.

Administration

- Plans, prioritizes and manages the work of employees, providing strategic and tactical advice, guidance and coaching. Identifies the need for staff resources, participates on staffing committees, and makes effective recommendations regarding employee selection.
- Manages performance by establishing performance standards, reviewing and evaluating performance and conducting formal performance reviews on an ongoing basis.
- Assesses staff training and development needs, and ensures that employees receive training required to improve and sustain successful performance.
- Investigates, addresses and resolves employee/labour relations issues, including making decisions regarding disciplinary and discharge matters.
- Reviews the revenue generation plans of Advancement A&R, examines activities to ensure they are aligned with the overall A&R strategic plan and goals, analyzes cost vs. benefit, highlights risk, evaluates revenue and expense projections and makes recommendations that will create efficiencies and maximizes net revenues. Develops and prepares annual budget documents, and manages the operating budget for Advancement A&R.
- Represents the interests of Queen's A&R, serving on committees, working groups and task forces as required with respect to A&R fundraising and engagement strategies, to enhance the image, increase visibility and ensure understanding and adoption of University Advancement policies and procedures.
- Acts as a formal mentor to other Development Officers and A&R staff, coaches, teams and volunteers.
- Acts for the Executive Director, Athletics and Recreation in his/her absence on matters pertaining to Advancement A&R activities.
- Undertakes other duties as assigned in support of the unit or department.

Qualifications Required:

- University degree, preferably at the honours level. Degree from Queen's considered an asset.
- Recognized professional fundraising designation (CFRE or equivalent) considered an asset.
- Minimum seven to ten years of proven Advancement experience at a senior level in major and principal giving, campaign fundraising, engagement programs, or a related venture, preferably in a university setting.
- A valid driver's license and passport is required.
- Satisfactory Criminal Records check and Vulnerable Sector Screening required.
- Demonstrated success in the identification, evaluation, cultivation, stewardship and direct personal solicitation of major gifts.
- Experience working as part of a capital campaign effort including outstanding prospect management and tracking skills, and managing a portfolio of campaign prospects, with a view towards satisfying the campaign needs of the University or unit. Advance experience or equivalent experience with large database management systems, preferably in a networked environment considered an asset.
- Proven management experience demonstrating effective "hands on" skills in organizing, motivating and directing staff and volunteers.
- Proven track record in successfully developing strategic fundraising plans, project planning and implementation, and meeting the objectives of these plans.
- Knowledge of the Canadian philanthropic and university environment including the challenges faced by post-secondary institutions.

- Consideration may be given to an equivalent combination of education and experience.

To apply or for additional details on this continuing appointment, including essential competencies and special skills, [please visit Career Q](#), on our [Human Resources website](#). **The application deadline is Sunday, February 4, 2018.** *The University thanks all who express an interest in this position and advises that only those selected for interviews will be contacted.*

The University invites applications from all qualified individuals. Queen's is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal people, persons with disabilities, and LGBTQ persons. The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during the interview process, please contact Carla Ferreira Rodrigues, at ferreirc@queensu.ca or 613-533-6771.

One of Canada's leading universities, Queen's has a long-standing reputation for academic excellence, research and a diverse and vibrant learning environment. With its strong tradition of public service, the University has helped to shape Canadian values and policies, educating notable political and cultural figures.

Queen's University is located in the heart of the community in historic Kingston, midpoint between Montreal and Toronto, and the nation's capital.