

**Gift Compliance Officer
Office of Advancement**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 18,500 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that's celebrating 200 years of academic excellence in 2018.

The Office of Advancement raises funds to support the strategic priorities and academic mission of the institution. The compliance program strives to strengthen donor engagement; support compliance of gift agreements considering relevant legislations and policies; increase effective use of available resources and improve reporting to all related stakeholders. Reporting to the Manager, Gift Compliance, as a member of a high-performing, results-oriented group, the Gift Compliance Officer leads in developing and implementing standards and key performance indicators for gift compliance practices.

Key Responsibilities:

- Based on the donor's giving intentions, develop appropriate terms for gift agreements, terms of reference and memorandums of understandings.
- Ensure that gift agreements and terms of references maintain compliance with relevant legislations (such as CRA, IRS, CIS) and University policies.
- Act as a resource for all gift agreements, terms of reference and or memorandums of understanding; approve documents.
- Establish a gift compliance orientation program for new staff as well as ongoing training for Development staff within the Office of Advancement.
- Conduct an audit / review of existing gift agreements, terms of reference and or memorandums of understanding to ensure compliance and continuity of donor's intentions.

Qualifications: Undergraduate degree in Business (or related field), with approximately three to five years' experience in a compliance, business process, or a financial management environment, preferably in a post-secondary or fundraising organization. Excellent communication skills are required. Proven organizational skills, attention to detail, and ability to manage multiple projects, are required. Knowledge of policies and procedures related to administering gift funds as well as public speaking experience an asset. Strong Microsoft Office suite skills and ability and willingness to work in a fast-paced, results-oriented, collaborative team environment while maintaining a high level of confidentiality is essential.

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

Apply online by 10 p.m. on April 19, 2018 to competition DPMG-18039.

Salary Range: \$49,498 - \$66,968 per annum (ADM-05). This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

This position is part of the Dalhousie Professional & Managerial Group (DPMG).

Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/respect