

Associate Director, Donor Relations

Position Details

Position Information

Position Title	Associate Director, Donor Relations
Department/Unit	Advancement
Location	Halifax
Posting Number	S185-20
Employee Group	DPMG
Position Type	Regular, On-Going
Duration of Contract (if applicable)	
Employment Type	Full Time
Full-time Equivalency (FTE)	1.0
Salary	\$68,116 - \$92,158 per annum
Classification	ADM-07
Provisional Statement	This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

About Dalhousie University 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 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

Job Summary The Office of Advancement engages with the university's constituency – alumni, donors, and friends – to support the strategic priorities and academic mission of the institution. Reporting to the Executive Director, Advancement Marketing & Donor Relations, the Associate Director, Donor Relations is responsible for planning, designing and implementing an innovative, comprehensive and donor-centric program that will acknowledge, recognize and steward Dalhousie's donors resulting in long-term philanthropic support for the University.

Key Responsibilities

- Develop, implement, and manage a strategic plan for donor relations that is integrated with the overall fund-raising strategy of Advancement for all giving levels, this includes annual, major, principal and planned gifts.
- Provide strategic advice to senior leaders, faculty, staff, and the advancement team pertaining to the donor relations program.
- Develop new, and manage existing, stewardship plans for faculty specific major and principal gift donors including all those for the President, Vice-President, Assistant Vice-President, and Director of Development.

- Create short and long-term strategies to define measurable outcomes of a successful donor relations program and how it impacts the Office of Advancement's fundraising activities, set benchmark targets, provide expertise in the implementation of new ideas and make specific recommendations for building improved long-term relationships with donors.
- Oversee the donor relations program's annual budget: determine fiscal requirements; prepare budgetary recommendations; and monitor expenditure of allocated funds.
- Manage the Donor Relations team by providing direction, establishing annual performance plans, and evaluating performance.

Note**Qualifications**

Undergraduate degree, preferably in Public Relations, Marketing, or Business, plus considerable progressive experience in fundraising and/or public relations and communications, preferably in a large institution (or an equivalent combination of training and experience) is required. Proven track record of successful leadership in donor relations is key along with volunteer management and/or major gift fundraising. Must have demonstrated ability to work effectively with internal and external constituencies, including donors, volunteers, faculty, and others. Excellent written, verbal, interpersonal and communication skills are required. Ability to listen is essential. Candidate must have the ability to ask insightful questions that encourage prospects and donors to talk about themselves and their interests.

Job Competencies

The successful candidate is expected to demonstrate proficiency in Dalhousie's core and leadership competencies (<https://www.dal.ca/dept/leaders.html>), in particular:

- Integrity
- Respect & Inclusion
- Knowledge & Thinking Skills
- Relationship Building
- Development

Additional Information

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.

Application Consideration

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.

Diversity Statement

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

Posting Detail Information

Number of Vacancies	1
Open Date	11/04/2020
Close Date	11/18/2020

Open Until Filled

No

Special Instructions to Applicant

Quick Link for Direct Access to Posting

<http://dal.peopleadmin.ca/postings/4731>

Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed to Apply

Required Documents

1. Résumé / Curriculum Vitae (CV)

Optional Documents

1. Cover Letter