



DALHOUSIE UNIVERSITY

Executive Director, Advancement

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Position Details

Position Title	Executive Director, Advancement
Department/Unit	Medicine - Dean's Office
Location	Halifax
Posting Number	S208-20
Employee Group	DPMG
Position Type	Regular, On-Going
Duration of Contract (if applicable)	
Employment Type	Full Time
Full-time Equivalency (FTE)	1.0
Salary	Commensurate with experience

Classification

Provisional Statement

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	<p>Reporting jointly to the Dean, Faculty of Medicine and the Assistant Vice President, Development, the Executive Director, Advancement is a new position responsible for leading Faculty of Medicine-based and, where appropriate, university-wide advancement initiatives. The Executive Director, Advancement leads a team that works collaboratively with the Dean, other faculty leaders, AVP, Development, and the Dalhousie Medical Research Foundation (DMRF), to build and advance strong personal and professional relationships that result in philanthropic contributions from individuals and organizations.</p> <ul style="list-style-type: none"> - Works with Dean, Faculty-based leaders, the Office of Advancement and others to establish appropriate fundraising priorities for the Faculty of Medicine, including the University's upcoming major comprehensive campaign. - Leads a team responsible for development and alumni relations activity within the Faculty and oversees, jointly with the COO of the Faculty of Medicine, the Communications team in the Faculty of Medicine. - Provides coaching, leadership and support to engage faculty members in strategic fundraising activities, including appropriate preparation, follow-up and support.
Key Responsibilities	<ul style="list-style-type: none"> - Establishes and evaluates annual fundraising targets and operational plans and leads the recruitment, training, coaching, mentorship, supervision, and performance management of faculty-based development and alumni relations staff. - Identifies, qualifies, engages and cultivates prospective donors and solicits major gifts at the \$50k to \$5M+ level. Works independently and creatively to match donor interests with Faculty of Medicine priorities and to maximize fundraising revenue. - Collaborates with the University Advancement Office on prospect identification, and the stewardship of major donors, including appropriate gift acknowledgements.
Note	<p>This position normally requires frequent travel to visit donors and prospective donors. However, as a result of Covid-19 restrictions, travel is currently suspended until 2021 when further updates will be provided.</p>
Qualifications	<p>Undergraduate degree (advanced degree strongly preferred), plus considerable experience leading complex projects in the area of fundraising, financial services, sales, or business development (or equivalent combination of training and experience) is required. Experience in higher education fundraising would be preferred. Several years of demonstrated excellence in leading teams required. Candidate should have knowledge of a variety of fundraising tools and strategies, and demonstrated experience with activities throughout the giving cycle, including identification, cultivation, solicitation, and stewardship. Exceptional written, oral and interpersonal communication skills are expected, as are demonstrated project management skills.</p>
Job Competencies	<p>The successful candidate is expected to demonstrate proficiency in Dalhousie's core and leadership competencies (https://www.dal.ca/dept/leaders.html), in particular:</p> <ul style="list-style-type: none"> - Self-Awareness & Professionalism - Respect & Inclusion - Thinking and Acting Strategically - Relationship Building - Accountability for Performance & Results
Additional Information	<p>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.</p>

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 (<https://www.dal.ca/hiringfordiversity>).

Number of Vacancies

1

Open Date

11/23/2020

Close Date

01/22/2021

Open Until Filled

No

Special Instructions to Applicant**Quick Link for Direct Access to Posting**

<http://dal.peopleadmin.ca/postings/4890>
<https://dal.peopleadmin.ca/postings/4890>

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

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