

Manager, Prospect Management

Position Details

Position Information

Position Title	Manager, Prospect Management
Department/Unit	Advancement
Location	Halifax
Posting Number	S190-20
Employee Group	DPMG
Position Type	Regular, On-Going
Duration of Contract (if applicable)	
Employment Type	Full Time
Full-time Equivalency (FTE)	1.0
Salary	\$59,231 - \$80,134 per annum
Classification	ADM-06

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 is a high performance University Advancement Team that achieves results by inspiring others to provide Dalhousie University with the means to meet or exceed its goals. Reporting to the Executive Director, Advancement Operations, the Manager, Prospect Management is responsible for developing and managing processes that support the ability of Development staff to build relationships with prospective donors and secure philanthropic gifts that advance Dalhousie's mission.

Key Responsibilities

- Oversee the development of a robust prospect pipeline by establishing and implementing policies and procedures that actively support the university's fundraising efforts.
- Improve and manage the prospect management program to allow fundraising staff to maximize opportunities to increase support to the University.
- Manage the prospect management system as the primary tool to track and report on portfolio management for principal, major, mid-level and planned development programs.
- Ensure maintenance of information according to prospect management policies and procedures, including the overall accuracy, consistency and integrity of the data.

- Maintain knowledge of industry best practice and advising in the purchase of necessary systems and tools; act as lead in prospect management related training of campus-wide development staff.

Note

Qualifications

Undergraduate degree in Business or a related field with three to five years of experience in the area of fundraising, in a complex non-profit (preferably in a post-secondary) environment, or equivalent combination of training and experience is required. In depth knowledge of major gifts fundraising and related functions including methodologies for tracking and managing large complex prospect pools and intricacies of prospect research activities is essential. Experience in data analysis, interpretation, and in the evaluation of information is required. Understanding of techniques and tools used to modify, retrieve, manipulate, and report data from the CRM Advance database and Tableau is preferred. Excellent interpersonal, verbal and written communication skills are required. Ability and willingness to work in a fast-paced, results oriented, collaborative team environment while maintaining a high level of confidentiality is essential.

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
- Adaptability
- Knowledge & Thinking Skills
- Accountability for Performance & Results

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	11/05/2020
Close Date	11/13/2020
Open Until Filled	No

Special Instructions to Applicant

Quick Link for Direct Access to Posting <http://dal.peopleadmin.ca/postings/4756>

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