POSITION SUMMARY
QUUEN'S UNIVERSITY – GENERAL STAFF

POSITION TITLE: **Development Coordinator**

DEPARTMENT: **Faculty of Engineering & Applied Science**

POSITION NUMBER: **00130415**

GRADE: 7 **EFFECTIVE DATE: December 20, 2013**

JOB SUMMARY:

Reporting to the Director of Development in the Faculty of Engineering and Applied Science, and as a member of the Engineering and Applied Science Advancement Team located in the Office of the Dean, the incumbent is responsible for providing strategic support for the fundraising and institutional development activities carried out by the Faculty. Duties include liaising with the Dean's Office, Department Heads, Development staff, the Office of Advancement, Senior Volunteers and the broader University community to formulate and implement strategies compatible with a very diverse fundraising environment. While this is not a front line fundraising position, the incumbent brings strategic experience gained from working in a progressive fundraising and volunteer driven environment to support individuals, programs and projects that serve to maximize donor support.

KEY RESPONSIBILITIES:

Assist with the development of fundraising goals and strategies which map upon the strategic directions and needs of the Faculty and the University. In consultation with team members, develop and support logistics for implementing plans. Initiate, distribute and update status reports and provide timely messaging to clients and stakeholders.

Identify, evaluate and differentiate prospective donors. Within established guidelines, determine which individuals, corporations, or foundations are suitable for cultivation and solicitation, and assist with the establishment and maintenance of contact through written, telephone, and personal communication.

Participate in the identification, development and delivery of key fundraising events and work to enhance these key opportunities through goal setting, public relations and logistical planning.

Take a lead role in writing case statements, donor proposals and briefing notes in support of key solicitation, relationship building and stewardship opportunities. Assist with pre/post visit planning and follow-up including updating all contact and solicitation activity on the Advance database.

Serve as a liaison between various units, individuals, and groups to determine the appropriate processes for supporting ongoing and new fundraising initiatives in the Faculty. Make recommendations for improvements in fundraising initiatives based on feedback from clients and stakeholders associated with process outcomes.

Serve as a strategic contact person for Development activities within the Faculty and maintain communication with other departments, throughout the community, and with all appropriate external bodies. Effectively manage inquiries and special requests for successful completion. Assist with regular activities and administrative duties during periods of high activity.

REQUIRED QUALIFICATIONS:

Bachelor's degree required (Queen's degree preferred).

Related fundraising and volunteer management experience, preferably in an educational setting.

Proven "hands on" experience in project management will be considered an asset, preferably in an educational setting.

Knowledge and understanding of Queen's culture and organization will be considered an asset.

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

SPECIAL SKILLS:

Well-developed oral and written communication and presentation skills.

Exceptional interpersonal skills in order to interact effectively with a variety of individuals at junior and senior levels within Queen's and those in organizations external to the University.

Good judgment skills gained from a solid track record of involvement in organizational team environments and project management.

Well developed analytical and computer skills necessary to compile and analyze large amounts of information and apply it effectively in operational requirements.

Ability to work both independently and as part of a team.

Ability to maintain confidentiality and be diplomatic and tactful.

An understanding of the major issues that impact upon the reputation of Queen's and its learning environment.

DECISION MAKING:

Review internal and external inquiries and direct them to the most appropriate individual or unit.

Determine, in conjunction with other staff, when it is appropriate to involve senior supervisors and administrators in fundraising initiatives.

Decide how to best coordinate time and effort between various projects. Determine what work may be delegated to junior employees or volunteers. Assess and evaluate work levels in order to determine the progress of various projects and decide whether work levels need to be adjusted.

To recognize when to call on other staff members in the Office of Advancement including the Department of Development, Annual Giving, Advancement Services, Marketing and Communications, and Alumni Relations to take advantage of their expertise.

Discretion to alert the fundraising team to call meetings of the Dean or Head and appropriate

Development staff to determine strategies and to resolve disputes.
To delegate work to appropriate support staff to ensure the most time and cost-efficient approach in completing large quantities of work.

Drafting fundraising approaches for review, by the fundraising team, based on sound fundraising principles and the best interests of the University.

_____	_____
Incumbent	Date
_____	_____
Manager	Date
_____	_____
Department Head/Director or Designate	Date