**Department of Human Resources**

**Contract Job Description**

**Job Title:** Advancement Assistant: Research & Digital

**Job Number:** A-381

**NOC:** 1221

**Band:** 5

**Department:** Advancement Services

**Supervisor Title:** Director, Advancement Services

**Effective Date:** August 8, 2019

**Job Purpose**

Reporting to the Director, Advancement Services, the Project and Administrative Assistant produces timely and accurate essential prospect research briefs and donor profiles, as well as other pertinent prospect and donor activity reports. The Project and Administrative Assistant is also responsible for the delivery of project elements relating to the portfolio’s website renewal and other digital and information based projects. In addition, the role provides functional support to the donations processing area during peak times.

**Key Activities**

***Prospect Research Activities***

1. Prepares research briefings for Development staff, senior staff and faculty and senior volunteers, in advance of calls and events to maximize optimal outcomes
2. Conducts basic profiling, prospect research, and tracing contact information for key alumni and prospects.
3. Assists staff with the development of Campaign Strategy Meeting reports and other campaign and prospect information requests.
4. Monitors and reports on the ongoing activity relating to donor proposals and other pipeline activity.
5. Develops and produces query-based reports relating to donations in order to provide information to assist with periodic reports.

***Website Renewal***

1. Attends website project meetings and records notes and other action items, as well as communicates to project members and other stakeholders regarding project deliverables and requests for information.
2. Liaises with project staff to produce necessary documentation to outline the statement(s) of work (SOW) and other relevant documentation (wireframes etc.,)
3. Assists department staff with the development of webpages and web parts using the Net Community system.
4. Assists staff with existing webpage migrations.

***Administrative Support and Other Assignments***

1. Provides administrative support to the Director of Advancement Services.
2. Provides support on special projects as determined by the Director of Advancement Services.
3. Acts as a point of contact for donors in the Donations office during staff absences.

 **Education**

Three year University Degree or three year College Diploma

**Experience Required**

1. Minimum one year, of experience using Blackbaud’s Net Community software, particularly with building web pages.
2. Minimum one year, of experience using Blackbaud’s Raiser’s Edge software.
3. Demonstrated essential knowledge of donor prospect research.
4. Demonstrated experience producing donor profiles and briefings.
5. Demonstrated outstanding client-service skills.
6. Demonstrated analytical skills to initiate and perform queries using the Raiser’s Edge system to produce reports and organize donation information.
7. Strong computer skills and exposure to system query generation. The candidate is expected to be well-versed using MS Excel.
8. Excellent oral and interpersonal skills, required to function effectively with University donors, major gift team, staff, faculty and other constituencies. Ability to work in a team environment.
9. Demonstrated ability to work independently, prioritize work, and independently manage multiple, diverse and competing priorities while meeting deadlines.
10. Ability to maintain confidentiality and work with sensitive information.
11. Ability to recall, recognize and communicate interrelated information pertaining to University donations, donors and funds.
12. Flexibility to work on occasional weekends and evenings.

**Responsibility for the Work of Others**

*Indicate whether the incumbent is directly or indirectly responsible for the work of others. Provide the title of the position(s) as well as an example of how the incumbent is responsible for the work of others on a daily basis. Specifically, indicate whether the position has responsibility for hiring and supervision of student workers.*

Direct Responsibility

None

**Communication**

Internal:

* Development staff: to interpret and discuss prospect research needs; contact for various related reasons when required by Vice-President and other Directors.
* Finance Office: to exchange information on funds and gifts, etc.
* Director, Advancement Services: There is frequent contact to discuss reporting requirements, request reports, technical problems.
* Portfolio staff: to review and discuss project deliverables.

External:

* Donors (Annual Fund, Major Gift Program): for numerous reasons, e.g. Tax receipts, funds information, NSF cheques, & many other reasons too numerous to list
* Bank personnel: to discuss bank accounts, statements, credit card queries, pre-authorized service, sale of securities

**Motor/ Sensory Skills**

* Fine Motor Skills - Keyboarding
* Dexterity
* Visual - Keyboarding

**Effort**

Mental:

* Sustained concentration - Mental concentration and observation required to enter financial information concentrating on accuracy

Physical:

* Eye strain - Strain on eyes to view computer monitor
* Sitting for extended periods - Physical effort to sit at a computer all day
* Repetition - Physical effort required to sit and keyboard for long periods
* Bending, lifting - Retrieving files

**Working Conditions**

Physical:

* Crowded working conditions - Shares office space - Eight month a year with a student (10 hours per week)

Psychological:

* Time pressures - Required to respond to internal/external requests in a timely manner