Associate Director, Financial Services

Professional and Managerial Group

Associate Director, Financial Services

Alumni Affairs & Development

Hiring #: 2019-0147

Please read the Application Instructions [1] before applying

Alumni Affairs & Development (AA&D) is a central service at the University of Guelph, accountable for raising money for strategic priorities under the institution’s Integrated Plan and through the identification and alignment of prospective donors. The division has recently undergone a re-organization to support the vision to attract $50-million in sustained annual philanthropic support (over a five to eight-year period) and to be one of Canada’s most sought-after advancement organizations. As a member of Alumni Affairs and Development, the Associate Director, Financial Services exemplifies the recently defined department values of: respect, empowerment, integrity, appreciation and forward focus.

Reporting to the Director, Advancement Services, the Associate Director, Financial Services (ADFS) is a critical leadership position for advancement operations with responsibility for the processing of all philanthropic gifts and pledged commitments to the University, and for the maintenance of related biographical information for our alumni and donors. The ADFS develops, monitors and adjusts internal control procedures over gift processing and the integrity of the database, applying generally accepted accounting principles to the recording and reporting of the data and related information, as well as adhering to the Canada Revenue Agency (CRA) guidelines.

The ADFS is responsible for all Advancement related financial reporting for the University and for managing and reporting budgetary activities for AA&D. The ADFS prepares detailed and complex reports for financial management, campaign updates, donor relations, and government reporting purposes. The Associate Director provides the various Colleges and other administrative units of the University community with financial information related to funding for their activities through the generous support of donors. This includes regular communications with the University Controller, College Deans and College/Area Financial Managers.

The ADFS is a member of the Management Team of Alumni Affairs and Development and works closely with this team to inform the division’s integrated strategic direction, monitor industry standards, best practices and risk, and to develop and implement policies in support of these as required. As such, the ADFS uses creative analysis, and acts as a specialist in the advancement sector in order to provide counsel to AA&D staff, donors and others across the university.

Applicants should have university or advancement sector experience and a demonstrated ability to interact effectively with senior executives. They must have demonstrated understanding of effective relationship building and proven experience in managing and motivating staff. The ability to act quickly and effectively under pressure, exercising tact and diplomacy, discretion and good judgement are critical to the success of this individual in this position, as is excellent analytical, communication, interpersonal skills.

The incumbent must hold a university degree in a related field and a professional accounting designation; three (3) years prior experience in a fundraising environment is preferred; proven budget planning and analysis experience, and exceptional computer skills: including word processing and presentation and relational databases. The incumbent must also have proven expertise in producing effective management reports, including report writing skills (SQL, reporting software etc.), and spreadsheet development skills.

Position Number         561-001
Classification               P07*
Professional/Managerial Salary Bands [2]
*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 04 09
Closing Date: 2019 04 24

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