

Director of Institutional Development and Community Engagement

Position Description

Vancouver School of Theology is a multi-denominational graduate school in the Christian tradition on the campus of the University of British Columbia, with an inter-religious Centre and significant First Nations partnerships and programs.

WORK: The Director of Institutional Development and Community Engagement is a senior management position. The successful candidate will be the institutional leader in development initiatives and communications and marketing strategies.

REPORTS TO: The Principal

RELATES TO: ASG, Donors, Religious Institutions and Public Constituencies

SUPERVISES: All development and communications staff

RESPONSIBILITIES

Planning and leadership

1. Oversee the development of annual fundraising, communications, community relations and recruitment strategies for the school. Oversee input into all media communications including VST supported websites.
2. Establish fundraising objectives annually in consultation with the Principal. Plan, coordinate and implement a comprehensive fundraising program for the School to include identifying, cultivating, closing, recognizing and tracking gifts from individuals, corporations and foundations.

Donor Relations and Publicity

3. Maintain and enhance relationships with current supporters, ensuring all donors are appropriately recognized.
4. Establish and maintain contact with prospective supporters to develop their interest and participation in VST's fundraising projects, and to provide information concerning the use of the gifts.
5. Edits or supervises the edit of all school communications including *Perspectives*.
6. Plan and implement strategies to be used in the solicitation of funds from individuals, corporations and/or foundations based on established fund raising objectives .
7. Oversee and tend relations with VST alumni and the *Friends of VST*. Oversee

organization and training of volunteers.

8. Write or assist in drafting materials for new campaigns or fundraising programs as necessary; oversee publicity arrangements on important gifts, programs, accomplishments or events.
9. Travel as required to meet with prospective supporters and volunteers for purposes to include: cultivating interest, obtaining contributions, providing information on projects of interest to donors, entertaining, and completing pledges.
10. Represent Vancouver School of Theology at the direction of the Principal in various forms, on occasion.

Internal Relations

11. Supervise development and communications staff delegating where appropriate, to ensure the systems, routines and tasks are focused on implementing the established development objectives and the School's vision and mission. Work closely with ASG and other school departments.
12. Prepare and monitor departmental budget.
13. Work with the Director of Finance in consultation with the Principal to oversee use and management of endowments funds and designated gifts for the school.
14. Maintain an active involvement in the life of the School, serving when appropriate on committees, and communicating regularly with faculty, staff, students and other administrators.
15. Interpret development activities to the governors at the request of the Principal, as well as to faculty, staff, students and other constituents.
16. Identify and support preparation of fundraising proposals and grant applications for the School. Advise on the preparation of faculty grant applications.

QUALIFICATIONS and QUALITIES

1. Ability to grasp the nature of the School's mission and vision and to be committed to it with passion and enthusiasm.
2. Communication, analytical, organizational and team-building skills.
3. Minimum of three years' leadership experience in one or more fundraising field(s) and a global knowledge of fundraising categories and skills.

4. Demonstrated ability to raise funds and achieve objectives.
5. Ability to motivate and inspire the School and its constituents.
6. A collaborative work-style.
7. Some familiarity with religious and academic cultures desirable.
8. University degree desirable.
9. Experience with donor databases essential (Raiser's Edge preferred).

* Salary commensurate with experience

* Application **Deadline is March 5, 2010 5pm PST**

Applications should be sent to:

Kim Fung
Principal's Office
6000 Iona Drive
Vancouver, BC V6T 1L4