



### **Director of Advancement**

NSCAD University (the Nova Scotia College of Art and Design) is one of Canada's oldest independent cultural institutions and regarded as a principal center for education and research in visual culture in North America. NSCAD offers graduate and undergraduate degrees in fine and media arts, craft, design, art history, art education and critical studies, as well as an ambitious array of Extended Studies courses. NSCAD alumni are among the world's most highly regarded artists, gallery directors, designers, curators and art educators.

The Director of Advancement occupies a key position on the institutional advancement staff team. Reporting to the AVP University Relations, the Director will design, develop and implement the overall NSCAD Advancement Program with personal responsibility for a portfolio of lead donors. They will manage and cultivate relationships with existing major gift prospects, as well as identify new prospects through an ability to empathize with donors and clearly communicate NSCAD's mission.

The Director is a member of the Office of University Relations which is comprised of Alumni Development, Advancement Services, Communications, Marketing and External Affairs and is responsible for developing and implementing an overall, comprehensive fund-raising program that will maximize the University's potential for both annual donations and gifts to the University in support of the Capital Campaign, scholarships and endowment funds.

#### **Responsibilities**

- Work with the full Advancement team to establish a strategic fundraising plan, set goals and oversee the implementation of the plan.
- Develop strategies that achieve optimal participation rates, increase annual gift size and facilitate continuous lifetime giving.
- Help donors accomplish their philanthropic goals and ambitions through a relationship with NSCAD.
- Manage a portfolio of leadership gift prospects.
- Make direct, face-to-face solicitations, and assist the board and other staff with their solicitation and help with donor communications.
- Work with Manager of Stewardship and Advancement Services to optimize systems and software to track, cultivate and steward donors and prospects.
- Acknowledge donors by implementing the NSCAD Stewardship and Recognition procedures.
- Work with Finance to track and report fundraising progress using specific metrics.
- Determine appropriateness of making a gift solicitation, and level of "ask" and carry out personal solicitation of the prospect.
- Manage relationships with prospective donors and identify, qualify, cultivate, solicit and steward these very important alumni and friends of NSCAD.

- Develops strategies that achieve optimal participation rates, increase annual gift size and facilitate continuous lifetime giving.
- Work with Advancement Team to collaborate with the Vice-President (Academic & Research) and NSCAD Faculty to develop and implement strategies to engage them in fundraising activities, especially as they relate to meeting the goals of the Academic Plan and Strategic Research Plan
- Work collaboratively with and in support of volunteers, other development and advancement staff, and other university representatives to cultivate and solicit donors for NSCAD-wide priorities.
- Monitor all prospect contacts to ensure positive and purposeful prospect and donor relations.

### Specifications

- Undergraduate degree; CRFE preferred.
- Five to seven years' successful experience in major gift fundraising and capital campaigns, preferably in the visual arts or higher education sector.
- Experience with arts and / or higher education institutions considered a strong asset.
- Ability to understand the needs and interests of leadership and major gift donors in order to develop relationships between them and NSCAD.
- Ability to prioritize and multi-task. Experience with deadline conditioned working environments.
- Superb communications skills, both written and verbal.
- Interest in all aspects of education and a dedication to promoting the University's fundraising priorities through developing excellent relationships with faculty, senior academic leaders, governors, volunteers, and the Advancement Office team.
- Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas.
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies.
- Must have excellent interpersonal skills and strong computer skills.
- Must be a self-starter and results oriented.
- Able and willing to travel.

### Application Process

Applications should be sent to Human Resources via email to [careers@nscad.ca](mailto:careers@nscad.ca). Applications should include a cover letter and detailed CV.

**Deadline:** Review of applicants will begin on **June 28, 2019** and continue until the position is filled.

*All qualified candidates are encouraged to apply; NSCAD University is committed to employment equity and values a diverse and inclusive workplace. NSCAD appreciates all applicants, however only those selected for an interview will be contacted.*