

The Associate Vice President for Advancement (AVP) plays a key role in shaping Thompson Rivers University's (TRU) success by providing leadership and strategic direction to TRU's growing philanthropic efforts. The AVP for Advancement plans and oversees the implementation of strategies and practices for donor identification, cultivation, solicitation and stewardship; goal achievement; professional development and training; and for ensuring adherence to the best practices of university fund development. The AVP for Advancement has responsibility in planning, organizing and executing TRU's fund development programs, including major gifts, annual giving, and planned giving programs, and is the primary tactical, administrative, and management officer for Advancement for the Vice President of University Relations. The AVP for Advancement is also the Executive Director of the Foundation Board.

MAJOR RESPONSIBILITIES

- Responsible for setting goals and direction for the Advancement team and measuring success in achieving these goals
 - Lead and motivate development staff in the areas of major gifts, planned giving, annual giving, and donor relations
 - Monitor the metrics of the Advancement and Advancement Services staff performance to ensure that goals and objectives have been met
 - Sets direction and gives guidance to stewardship program to recognize donors in effective and meaningful ways
 - Responsible for developing, controlling and managing the annual Foundation budget and the operating budget related to the Advancement office
 - Hire, train, inspire, and evaluate professional and support staff with the skills and experience to achieve the goals and objectives of the department
 - Provide financial reports to the Foundation board
 - Manage a portfolio of prospects and personally cultivate and solicit major gifts
 - Oversee the relationship between the Foundation board and the University
 - Work collaboratively with deans and academic leadership in the formulation, implementation and monitoring of fundraising plans and goals for the faculties and other campus units
 - Keeps abreast of current best practices in the Development profession and evaluates new and emerging ideas for potential implementation at TRU
 - Develops and administers policies related to fundraising and gift stewardship
 - Assists with the successful completion of the Limitless Campaign through personal solicitations as well as through leadership of the front-line development team
 - Supervises the Directors of Development including annual fund and planned giving, Advancement Services Team and Writer
 - Chairs Prospect Management Committee
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- Bachelor's degree in relevant discipline, Master's degree is preferred
 - Minimum of 10 years' experience in fundraising, including higher education

- Thorough knowledge and understanding of prospect management, major gift fundraising, annual giving operations, advancement services and best practices in academic fundraising
- Track record for developing and implementing innovative and strategic fundraising efforts that grow bases of support
- Ability to build, motivate and inspire a team of fundraising professionals
- Demonstrated ability to supervise and mentor direct reports while developing collegial relationships
- Proven track record of personal major gift cultivation and solicitation
- Solid knowledge and understanding of technology including relationship management systems, relational databases and fundraising platforms
- Ability to interpret financials and apply proven methodologies for implementation and evaluation of fundraising needs and progress
- Basic knowledge of legal elements pertaining to gift agreements, pledge documents or transfers of assets
- Team oriented, flexible, creative, optimistic and has a sense of humor
- Excellent skills and significant experience managing at both the strategic and operational level in a complex environment and serving a diverse group of stakeholders
- Exceptional communication skills and ability to negotiate across a diversity of cultures within academia, administration, donors and public at large
- Persuasive communicator who is able to engage campus and community leaders and promote the value of a culture of philanthropy

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