

Yukon University
Statement of Qualifications
Director of Development

Department: Governance and External
Position Title: Director of Development
Location: Whitehorse, YT
Date: March 2021

Essential Qualifications (assessed in screening process)

Education and Training: Bachelor's Degree or equivalent
A minimum of five years' fundraising experience at a complex organization

Demonstrated Abilities: Exceptional interpersonal, communication and relationship management skills with proven proposal and presentation skills
Excellent computer and financial management skills.
Experience planning and implementing development programs
Experience developing and implementing a multi- year strategic plan
Experience leading and influencing others
Excellent organizational and analytical skills

Desirable Skills: High-level customer service skills
Proven track record of excellent supervisory skills.

Equivalency: Equivalent combination of education, training and experience may be considered.

Rated Qualifications (factors assessed through interview, etc.)

Knowledge of:

1. Financial management best practices, including budget development and management, procurement practices and contract oversight.
2. Relationship management systems, working knowledge of Raiser's Edge is preferred
3. Management principles and practices, particularly in an educational context.

Ability to:

1. Ability to work collaboratively with senior management and employees in planning and developing University-wide programs, directions, and policies.
2. Ability to establish and maintain effective working relationships with Board of Governors, as well as other internal and external stakeholders.
3. Initiate, plan and develop a multi-year strategy, including developing results- based plans, timelines and indicators to execute and implement the strategy
4. Demonstrated ability to provide sound advice to management and lead fundraising campaigns.
5. Communicate effectively, both orally and written, and in various presentation formats including in person and virtually.
6. Influence others, lead and think strategically.
7. Work in a cross-cultural environment.

Personal Suitability through:

1. Strong interpersonal skills including problem-solving and conflict resolution.
 2. A proactive and creative self-starter, with exceptional organizational skills.
 2. Excellent computer and financial management skills.
 3. Excellent consensus building skills and ability to foster teamwork.
 4. Exceptional diplomatic skills and attention to detail.
 5. Demonstrated, excellent supervisory skills.
 6. Flexibility and adaptability to changing work demands.
 7. Sensitivity to Northern and cross-cultural issues and concerns.
 8. High degree of resilience.
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