

UArctic Funds Manager – Job description

Overview of the UArctic Funds Manager position: The position of UArctic Funds Manager is based at the UArctic International Secretariat, and is a part of the UArctic Organization strategic area. Reporting directly to the Vice-President Administration and the UArctic President, the Funds Manager has the overall responsibility for the following tasks.

1. Supporting UArctic's financial planning and reporting:

- Work with the Vice President Administration in managing the operational needs of the University of the Arctic Association, and provide regular reports on the status of operations.
- Prepare status reports, listings, and financial statements for the Council of the UArctic; UArctic Board of Governors; and Rectors' Forum meetings.
- Manage the collection of financial data for the annual membership survey, by:
 - establishing standardised financial reporting particulars for UArctic strategic areas to ensure the accurate and timely analysis of the success and status of activities;
 - establishing a model for the conversion of membership activity and in-kind contribution data from the membership survey into economic units;
 - producing a financial statement for the UArctic Annual Report
- Work with International Secretariat personnel to implement and organise the collection of UArctic's annual membership fees, and manage the annual solicitation and reporting of said fees.
- Assist the Leads of UArctic's strategic area in preparing budgets for annual operating plans, and subsequently work with UArctic President in preparing UArctic's annual budget.

2. Monitoring and developing policies:

- Working with the UArctic President and Vice-President Administration in revising existing financial policy documents and to suggest and lead in the development of new ones as required.
- Monitor the overall implementation of the finance aspects of UArctic's planning and reporting guidelines, and ensure the regular updating of said guidelines.

3. Support UArctic's fundraising efforts:

- Support the Administration, President and Board with their UArctic fundraising efforts by providing detailed and accurate financial synopses of UArctic's activities and projects, and by ensuring that these are backed up with credible information and materials.
- Work with the Administration and national UArctic affiliate and fundraising teams to ensure that UArctic's overall fundraising activities and sponsorship initiatives are presented in a coherent and coordinated fashion.
- Develop and maintain UArctic's web-site including a secure on-line giving / donation environment.

4. Fund management and reporting

- Actively participate in the operations of the UArctic Fund, including:
 - assisting in drafting of written agreements with potential donors and contributors, and in monitoring sponsorship agreements;
 - working with corresponding accounting and auditing representatives to produce a financial statement that is to be incorporated into UArctic's Annual Report;
 - help manage gift and donor relations, including maintaining corresponding data, acknowledgment process, maintenance of records of donor benefits; and monitor progress

Qualifications and abilities required: This position requires a results-oriented individual with demonstrated leadership ability, and be able to work well with individuals at all levels and collaboratively develop relationships with diverse constituencies. Well developed financial literacy and numeracy skills with experience in planning and budget setting / monitoring an asset. With the ability to think critically and creatively, and to make recommendations, candidates with the following qualifications and skills are sought:

- A Master's degree or equivalent, with a major in accounting, economics or similar.
- Three years experience in the area of fiscal management, preferably within an academic setting.
- Proficient computer skills, including word processing and spreadsheet applications. Experience with fundraising software systems or relational database applications an asset.
- Excellent spoken and written English, with proficiency in another European language desirable.