



UARctic Director of Development Position Specification

Position Title: Director of Development

Reporting To: Vice-President Organization & Vice-President Finance, Development & Engagement

Location: Rovaniemi, Finland

Organization: University of the Arctic (UARctic)

Scope of Responsibilities:

Working with the UARctic team, the Director of Development will serve as the senior fundraising officer for planning, organizing and directing UARctic's philanthropic and non-profit fundraising activities and programs, including the major gifts program, annual gift fund, targeted approaches, and special campaigns.

The Director of Development will be responsible for designing UARctic's fundraising programmes, building an international donor base, identifying and cultivating major gift prospects (corporations, individuals, trusts and foundations), creating and maintaining a prospect research function and management system, and building high-level relationships internationally with donors and potential donors.

The UARctic development strategy will be international in scope and execution, and will involve leadership, staff, researchers, member institutions, and/or partners as necessary, along with the Director of Development. Strategies to effectively maximize support and income in a variety of markets and countries will be developed.

In general, the Director is responsible for the creation and management of an integrated long-term fundraising strategy, with the aim to increase unrestricted and restricted revenues through philanthropy and to build a strong profile for UARctic among donor audiences. The ultimate aim is to build sustainable and growing revenues to support the operations and priority programs and projects of UARctic.

The Director of Development will have the following responsibilities:

- To work with UARctic leadership, members and staff to develop detailed strategies, systems and tactics for fundraising, and refine the overall fundraising strategy, identifying funding opportunities, markets and unique programs to meet the needs of UARctic.
- Take leadership in support of major gift fundraising, and assist across the network in the cultivation, solicitation and stewardship process.

- Manage prospect research and relationship and engagement strategies. Actively manage a portfolio of 100 such prospects and donors as well as proposal activity.
- Coordinate all philanthropic fundraising activity on behalf of UArctic and its programmes. Organizing, supporting and tracking major gift cultivation. Working closely with UArctic leadership for identifying, communicating, soliciting and stewarding the support of prospects and donors. Work with VP Finance and other UArctic leaders and staff to ensure philanthropic activities are coordinated with other UArctic fundraising initiatives.
- Work with UArctic’s leadership and communication staff to ensure fundraising messages are reflected in UArctic programmes and communications.
- Create, manage and maintain systems required to underpin the long-term fundraising growth and sustainability of UArctic.
- Work with the Vice-President Finance, Development and Engagement to prepare annual budgets,, objectives and targets, relative to UArctic’s fundraising from philanthropic activities and regularly review progress. Prepare and provide regular reports to the Vice-President Finance, Development and Engagement.
- Oversee, manage and work with UArctic’s communications staff for the evolution and enhancement of UArctic’s case for support and all fundraising-related materials.
- Create innovative and attractive donor acknowledgement and recognition opportunities and ensure all gifts are appropriately and promptly acknowledged and recognized.
- Assist in the recruitment, development and management of the Fundraising Committee of the Board by supporting:
 - Regular communication
 - Development of clear and realistic goals for the members of the cabinet
 - Regular meetings
 - Detailed briefings and follow up for cultivation and/or solicitation activities
- As required and as the development strategy develops:
 - Recruit and train additional staff in key fundraising and support positions
 - Supervise the work of staff in fundraising, annual targets, and mentoring
 - Focus resources, talents and energy on raising philanthropic support
- Promote the interests of UArctic externally

Experience and Characteristics Required:

The ideal candidate for this position will have extensive experience in fundraising within the non-profit sector, several of which in a prominent position. Clear and proven success in a high-profile fundraising post is required, as well as a sound background in the principles of major gift fundraising. It is important that the candidate understands and embraces the mission and values of UArctic and can demonstrate experience or flair for operating in a small organization with an international reach. The candidate is able to demonstrate flexibility and success at high-level fundraising from a wide range of sources, and is comfortable communicating at all levels and with high net worth individuals.

Candidates must be highly proficient in both spoken and written English. Having knowledge and understanding of languages spoken across the Arctic will be considered an asset.

Other Experience and Knowledge Required:

- Degree in business, marketing or non-profit leadership, or equivalent professional qualifications
- Evidence of securing major gifts
- Experience and understanding of international fundraising, as well as experience working within an international organization
- Outstanding communication skills and experience
- Ability to develop and deliver high-level strategy
- Ability to make effective presentations to groups and individuals
- Experience of developing strong and compelling fundraising cases
- Experience of working at all levels
- Financial and budget management experience
- Knowledge of current mechanisms and tax benefits supporting philanthropic giving, especially in Europe, North America, Russia and the Nordic region
- Personal credibility at all levels, but especially in working with high-level donors and volunteers

Personal Attributes and Attitudes:

- Entrepreneurial flair
- Creative abilities
- Strong interpersonal skills
- Excellent communication skills (written and verbal)
- Strong organizational ability
- Positive approach to problem solving
- High level of energy and strategic thinking
- Excellent team working ability
- Results oriented
- Outstanding networking ability
- Confident and outgoing manner with the ability to work at all levels
- Sensitivity in managing donor relationships
- Donor-focused approach
- Ability to enthuse others
- Understanding of the position and of UArctic, sharing the organization's values, and an ability to explain this to others

Contact Information:

Please address any questions you have on this job description to vp_finance@uarctic.org.

Please submit a letter of enquiry with your CV/resume in strict confidence to vp_finance@uarctic.org.