



## Position Specification

**Position Title:** Philanthropy Manager

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

**Location:** Flexible remote working arrangements with a minimum of 40% time in Iceland

**Organization:** University of the Arctic (UARctic) + Partners (Arctic Circle Assembly and University of Iceland)

### Scope of Responsibilities:

Working closely with the UARctic team and its partner Arctic Circle, the Philanthropy Manager will serve as the senior fundraising officer for planning, organizing and directing philanthropic and non-profit fundraising activities and programs, including the major gifts program, annual giving, targeted approaches, and special campaigns.

The Philanthropy Manager will be responsible for designing fundraising programs, 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.

UARctic has developed a fundraising strategy, as well as specific shared fundraising goals with the Arctic Circle Assembly, that is international in scope and execution, and will involve leadership, staff, researchers, member institutions, and/or partners as necessary, along with the Philanthropy Manager. Strategies to effectively maximize support and income in a variety of markets and countries will be developed.

In general, the Manager will be 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 and Arctic Circle events among donor audiences. The ultimate aim is to build sustainable and growing revenues to support the operations, priority programs and projects of UARctic, along with specific shared priorities with the Arctic Circle.

### The Philanthropy Manager will have the following responsibilities:

- To work with UARctic and Arctic Circle 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 and Arctic Circle.
- Take leadership of major gift fundraising, and provide support to other UARctic and Arctic Circle staff and volunteers 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 programs. As well as implement the priorities identified within a shared fundraising agreement between UArctic and Arctic Circle. Organizing, supporting and tracking major gift cultivation. Working closely with leadership for identifying, communicating, soliciting and stewarding the support of prospects and donors. Work with VP Finance and other UArctic and Arctic Circle leaders and staff to ensure philanthropic activities are coordinated with other fundraising initiatives.
- Work with UArctic's and Arctic Circle leadership and communication staff to ensure fundraising messages are reflected in programs and communications.
- Create, manage and maintain systems required to underpin the long-term fundraising growth and sustainability of UArctic and the Arctic Circle.
- Work with the designated leadership and staff of UArctic (Vice-President Finance, Development and Engagement) and Arctic Circle (CEO) to prepare annual fundraising budgets, objectives and targets, and regularly review progress. Prepare and provide regular reports to these designated staff.
- 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 development and management of the Fundraising Committee of the Board of UArctic and other volunteer fundraising committees that may be established from time to time by supporting:
  - Regular communication
  - Development of clear and realistic goals for the members of the committee
  - Regular meetings
  - Detailed briefings and follow up for cultivation and/or solicitation activities
- As required and as the fundraising strategy develops:
  - Recruit and train additional staff in key fundraising and support positions
  - Supervise work of staff in fundraising, annual targets, and mentoring
  - Focus resources, talents and energy on raising philanthropic support
- Promote the interests of UArctic and Arctic Circle externally

### **Experience and Characteristics Required:**

The ideal candidate for this position will have extensive experience in fundraising within the non-profit sector, preferably 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 Arctic Circle and can demonstrate experience or flair for operating in small organizations with an international reach. The candidate must be able to demonstrate flexibility and success at high-level fundraising from a wide range of sources, and be 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 of 6-figures and above
- 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 across all aspects of the fundraising process
- Financial and budget management experience
- Knowledge of current mechanisms and tax benefits supporting philanthropic giving in an international environment will be an asset
- 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
- Ability to thrive in non-profit organizations, with a resourceful attitude, and remote work environment

**Contact Information:**

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