



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/28

## SR MGR, ADMINISTRATION & TRUST REPOST

<b>Job ID</b>	<b>23246-6008</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=23246-6008">https://careers.indigenous.link/viewjob?jobname=23246-6008</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2018-11-23	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

Job Title: Senior Manager, Administration and Trusts Band: L Mosaic Job #: 005091  
Department: Faculty of Health Sciences Leadership Level:  
Reports To: Assistant Vice-President, Faculty of Health Sciences Job Family: Faculty/Department Administration  
Department, Unit or Project Description: McMaster University's Faculty of Health Sciences is unique as the only Canadian university that combines, in one Faculty, schools of medicine, nursing, rehabilitation sciences, and the programs of midwifery, bachelor of health sciences, physician assistant and postgraduate health sciences education. The Faculty is a driving force behind McMaster's ranking among the top universities in Canada and among the top 100 universities in the world. The office of the Assistant Vice-President oversees the administrative operations of the Faculty, ensuring exceptional service delivery in support to the University's academic and research mission. In a collaborative and team environment, the office delivers strategic outcomes in a manner that promotes alignment and partnerships within the Faculty and the broader University, reinforces McMaster's culture and values, builds community and fosters a healthy, safe, respectful and inclusive work environment. Over 375 trust funds are held under this office in the Faculty, supported via philanthropic gifts from generous donors. These funds support a variety of key initiatives, including endowed chairs, institutes and centres, research projects, bursaries and scholarships, lectureships and more. The current total value of all endowed and expendable funds in the Faculty is over \$312 million.

Job Summary: Reporting to the Assistant Vice-President (AVP), Faculty of Health Sciences (FHS), the incumbent will apply management skills and in-depth knowledge of the university and academic environments to assist in the management of the administration portfolio of the AVP and administer all trust funds in the FHS. The incumbent provides expert advice to the AVP in a number of strategic areas within the Faculty, including financial and human resource management and donor stewardship. The position oversees all of the Faculty's trust funds, including all endowed chairs and major gift accounts, and is responsible for administrative and financial compliance with all related gift documentation. The incumbent acts as a liaison with several key stakeholders including endowed chairholders, donors and various University areas (e.g. University Advancement, FHS Finance, FHS Faculty Relations, faculty departments and affiliated institutes/centres).

Accountabilities: Trust Fund Management Develops long term strategies, budgets and plans for all Faculty trusts in consultation with the Dean and Vice-President, the AVP, representatives from internal departments, and other stakeholders as appropriate; Works with University Advancement and Finance offices to ensure pledge payments are received in accordance with gift documentation; Monitors and controls budgets in accordance with gift documentation and University policies and procedures; Works with Advancement representatives to develop documentation for new gifts and reviews current gift documentation to ensure the University and Faculty abide by any specific accountabilities outlined by donors and internal partners at the time of giving; Member of the University's Trust Funds Operations Committee, representing the Faculty with regard to trust fund approval and policy development; Reviews and approves expenses on trust funds in accordance with gift documentation and University policies and procedures; Maintains records with current and historical information on trust fund activity, documentation and stakeholders.

Donor Stewardship Leads the annual reporting process for all endowed chairs and professorships in the Faculty (currently 89), in consultation with the Dean and Vice-President, Director of Development, University Advancement and other stakeholders as appropriate; Organizes financial reporting to donors for all other trust funds, ensuring accuracy and timeliness of information; Coordinates scheduled meetings with major donors, including preparation of meeting

content, briefing notes for senior management and donor recognition items; Member of committees related to major gift announcements and events; Responsible for ongoing branding and visual identity guidelines for major gifts, in consultation with vendors, senior administration and donors. Includes development of new logos, signage, etc.; Maintains records with current and historical information on endowed chair donors and donor reporting; Updates Advance donor database with donor stewardship activities and touchpoints.

**General Administration** Provides expert advice to the AVP on issues related to financial and human resource management within the AVP's portfolio (includes a broad scope of areas including donor-funded research Institutes and Centres; Corporate Services; Finance; Biosafety/Safety); Assists AVP in recruitment and selection of candidates, performing interviews and making recommendations in selection of staff; On behalf of the AVP, investigates and reports on issues raised by Internal Audit; Supports the budgeting process for the AVP's portfolio and provides advice regarding variances and other financial issues; Work with AVP financial staff, including assignment of work, establishing of work priorities, schedules and timelines and training;

**Faculty Appointments** Directs the appointment and re-appointment process for endowed chairholders/professors and Institute/Centre Directors in consultation with the Vice-Dean, Research, FHS Faculty Relations, the University Secretariat's office and other stakeholders as appropriate; Provide advice to the Dean and Vice-President, Vice-Dean, Research, and Department Chairs regarding appointment policies and procedures; Notifies faculty members, departments and FHS Faculty Relations regarding new and pending appointments and reappointments; Maintains records with current and historical information on appointments and distributes information as required; Maintains and updates the FHS Endowed Chairs and research Institute/Centre webpages via FHS Public Relations.

**Policy Development and Implementation** Manages the implementation of the Faculty's Use of Major Donations Policy, and ensures compliance from those impacted; Represents the Faculty on committees and teams developing policies, processes and procedures relating to charitable giving, trust fund management, establishment of endowed chairs/professorships and research institutes/centres.

**Special Projects** Manages special projects that are complex and multi-faceted, on behalf of the Dean and Vice-President and AVP; Executes and implements the biannual Michael G. DeGroote Fellowship Awards program on behalf of the Vice-Dean, Research and AVP.

**Qualifications: Education:** Bachelor's degree in a relevant field of study. Master's degree in business administration and/or accounting certification would be considered a definite asset.

**Experience:** Requires five years of relevant experience. Experience in a higher educational or healthcare environment would be an asset. A proven record of contributions in project and financial management. Experience with donor relations and trust fund management would be considered assets.

**Knowledge/Skills:** Exceptional organizational abilities, with a proactive approach to setting priorities and managing time and resources; Strong and professional interpersonal and communication skills, both written and oral; A strong attention to detail; Ability to maintain confidentiality and operate with complete discretion; Thorough understanding of the University and Faculty and their policies and processes; Knowledge and skills with University financial, trust fund management and donor database systems would be an asset; Strong computer skills, particularly Microsoft Word, Excel and Adobe Professional; Ability to present complex ideas fluently and logically and in a constructive and professional manner; Ability to function well independently and in an ambiguous environment; Ability to think critically and analytically, to see the big picture but not lose sight of the tasks at hand; Proven skills in project implementation and coordination; Results-oriented focus; Ability to integrate the requirements of the University community and external audiences; Strong problem solving skills.

**Leadership Effectiveness:** McMaster's core leadership capabilities are designed to nurture employee engagement through best people practices. All leaders will demonstrate these Leadership Capabilities by: Taking a Strategic Approach; Communicating and Collaborating; Developing People; Investing in Relationships; Championing Change and Innovation; and Driving Results.

For more information, visit McMaster University for SR MGR, ADMINISTRATION & TRUST REPOST

