



Associate Director, Development Faculty of Applied Science & Engineering

THE OPPORTUNITY

The Office of Advancement at the Faculty of Applied Science & Engineering is seeking an experienced, proactive and intellectually curious major gifts professional to join their team in the role of **Associate Director, Development**.

Reporting to the Director of Development, the Associate Director will manage a portfolio of high level prospects and donors, with demonstrated capacity in excess of \$100,000. The Associated Director will work collaboratively with the Office of Advancement and select department Chairs and/or Directors to raise philanthropic funds from individuals in order to support the fundraising priorities of the Faculty of Applied Science and Engineering, including student aid, capital projects, research, and support to improve the student experience. The Associate Director, Development will focus their fundraising efforts on supporting researchers who create innovative technologies and processes across a wide range of strategic areas – from sustainability to artificial intelligence to human health – that drive economic development, improve lives, and protect the planet.

ABOUT THE UNIVERSITY OF TORONTO

The University of Toronto is widely recognized as a global leader in research and education, consistently ranked as one of the top universities in the world and the top university in Canada, placing 22nd in the most recent annual Times Higher Education World Reputation Rankings, and 32nd in the QS World University Rankings. The University of Toronto is also 1st in Canada in the research-focused Academic Ranking of World Universities.

As Canada's largest university, the University of Toronto has more than 88,000 total enrollments of national and international students in undergraduate, graduate, and professional programs on three separate campuses. Recognized as a global leader in research and teaching, U of T has an operating budget of \$2.3 billion and research grants and contract support of \$1.2 billion. The University of Toronto has 44 libraries with more than 19.4 million physical holdings and more than 6 million electronic holdings.

Established in 1827, the University of Toronto has over 562,000 graduates spread across 165 countries. U of T's globally-recognized network of faculty members, alumni, and partners creates a unique educational experience for undergraduate and graduate students. With one of the strongest teaching faculties across all disciplines, the University has over 14,000 faculty and librarian members – spanning medicine to business, urban studies to engineering, humanities to education, and more. Our students have the opportunity to learn from and work with professors who are some of today's thought leaders.

The University has an estimated economic impact on the GTA economy of \$6.58 billion and on the Canadian economy the impact is \$15.7 billion. More than 150 research-based start-ups have launched in the last five years at U of T. U of T has also been listed as one of Canada's top 100 employers for 2017, a distinction held for the past ten years. The ideas and inventions that are created here make their way into the global economy in many ways, through start-ups, small businesses, commercialization, and partnerships.

BOUNDLESS – THE CAMPAIGN FOR THE UNIVERSITY OF TORONTO

The Boundless campaign for the University of Toronto is a transformational fundraising effort that embodies the University of Toronto's bold vision for the future. Thanks to more than 94,000 alumni and friends, the Boundless campaign has raised a remarkable \$2,058,559,590 to date, exceeding its original \$2 billion goal in June 2016, six months ahead of schedule. Building on this generous support and momentum, the University announced an expanded goal of \$2.4 billion for initiatives inspired by the University's Three Priorities and emerging ideas from across our three campuses.

Building on our success to date, we will seize on new opportunities to strengthen our role in civic and global society, provide a transformational undergraduate learning experience, pave the way for game-changing start-ups and new industries, drive breakthroughs in health care, and create the knowledge that illuminates humanity. Together, we can reimagine the world.

THE FACULTY OF APPLIED SCIENCE & ENGINEERING

The Faculty of Applied Science and Engineering at the University of Toronto is the top-ranked engineering school in Canada, and top-15 in North America, according to the 2017 Times Higher Education World University Rankings and QS World University Ranking for Engineering and Technology. Fondly referred to as Skule™, it is a thriving community that provides unparalleled experiential learning opportunities and produces some of the world's most innovative engineering research. With over 5,400 undergraduate students, 2,300 graduate students, 260 professors and 50,000 alumni around the world, we are the largest engineering school in Canada. The Faculty of Applied Science & Engineering is comprised of 8 Departments, Divisions, and Institutes containing 90 Research Chairs and Professorships. Since 2011, more than 25 research-based start-up companies have been created in the Faculty.

Earning an international reputation for excellence in engineering education and research, our Faculty is home to dedicated researchers and students working to solve some of the world's most pressing challenges. We have unparalleled experiential learning opportunities that enable students to develop key competencies in engineering, leadership, entrepreneurship and global fluency.

Whether they are designing the world's fastest bicycle, building a wind-powered irrigation system for farmers in Central America, or developing pill-sized robots for testing bacteria within the human body, our students are creating solutions with global impact.

Founded in 1873 with the creation of the School of Practical Science, in 1906 the School officially became a part of the University of Toronto and changed its name to the Faculty of Applied Science and Engineering. Since 1873, the Faculty has had roughly 50,000 students graduate as engineering professionals ready to impact the world around them in nearly every industry and area. Throughout our incredible history, we have consistently drawn inspiration from the exceptional men and women that have made their mark not only within the Faculty and University communities, but also in the field of engineering. This is evidenced by the hundreds of awards and honours received by members of our Faculty over the years.

Through strategic recruitment, outreach and our commitment to inclusivity, we have achieved the highest proportion of women among our undergraduate students (30-percent) in our Faculty's history. Twelve of the Faculty's 31 Canada Research Chairs are also held by women.

While the face of the Faculty has changed over the last 144 years to include a wider range of engineering programs, new technology, facilities, and a broader global perspective, it is with the same spirit and vigor that current Engineering students and faculty continue to make strides in the field of engineering – improving the lives of others around the world.

OFFICE OF ADVANCEMENT AT THE FACULTY OF APPLIED SCIENCE & ENGINEERING

The support and generosity of our alumni, donors, and friends enables the Faculty to maintain its international reputation for excellence. The Office of Advancement at the Faculty of Applied Science and Engineering is a team of 14 staff members dedicated to serving the Faculty's vision and mission by leading, planning, and executing fundraising and alumni relations activities in the areas of student aid, capital projects, research, and support to improve the student experience. Last year we raised over \$29 million, and our goal is to consistently raise \$25 million annually in support of the Faculty. In our development and alumni activities we collaborate closely with the various departments, faculty, staff, and students of our Faculty. We also tie into and collaborate with the central Division of University Advancement (DUA), drawing on the strategic guidance, operational partnerships, and professional support offered by our DUA colleagues.

THE IDEAL CANDIDATE

The ideal candidate will be outgoing, personable, and energized by working with people and will focus their efforts on significant major gifts fundraising. A self-starter who will be ready to hit the ground running with minimal coaching, the new Associate Director, Development will enjoy having the freedom and independence to demonstrate their initiative and creative flair.

Possessing demonstrated success in major gift fundraising and personal solicitations, ideally achieved in a post-secondary environment, the successful candidate will be high performing, goal-oriented, and excited by big fundraising opportunities and targets. The Associate Director will also have an intellectual curiosity and willingness to learn about scientifically complex concepts. A background in an Engineering or Science-based organization will be a plus.

The new incumbent will be intuitive, savvy, and adept in collaborating and building relationships with diverse stakeholders, both internally and externally, and in different cultural environments. Demonstrating patience, persistence and resilience, the ideal candidate will be a confident solicitor, excited by the Faculty's forward reaching priorities and undaunted by asking boldly at potentially transformational gift levels.

The Associate Director will be self-assured in all interactions, including with senior level volunteers and senior academic leaders who are subject matter experts in intricate, cerebral concepts. Able to articulate a case for support that is highly intellectual using excellent written and presentation skills, the successful candidate will demonstrate poise and maturity in being able to persuade parties towards a shared vision.

The Associate Director will be supportive of colleagues with camaraderie, composure, and a good sense of humour, and will use reflection and thoughtfulness to offer alternative solutions, ideas, and thinking. With a meticulous approach to work in order to maintain accountability for a complex system, the successful candidate will also have the ability to complete a wide variety of tasks in a rapidly changing environment that demands flexibility and a high-level of energy.

KEY ACTIVITIES & RESPONSIBILITIES

Major Gift Portfolio

- Manages a personal portfolio of 100-120 major gift donors and prospects, with a particular emphasis on 6 and 7-figure gifts and an annual goal of securing at least \$3 million in financial support.
- Develops and implements strategies for the identification, cultivation, and solicitation of prospects in order to achieve financial targets.
- Drafts and negotiates gift agreements with donors.

- Coordinates and engages in prospect and donor calls, including preparing meeting materials, such as briefings and project options, and conducting all necessary follow-up, such as correspondence with donors, call reports, DIS updates, proposals, and draft letters of agreement.
- Develops and implements a tailored stewardship strategy for individual donors, including gift announcements, donor recognition events, and reports to donors on the progress and outcomes of fundraising projects that they have supported with a view of strengthening those relationships.
- Provides professional advancement support to assigned departments, divisions, and/or institutes, including providing advice and guidance to academic leaders, supporting advancement committees, and liaising with departmental staff.
- Manages senior volunteers to assist in fundraising activities as appropriate.
- Delivers and explains financial reports to donors and senior level volunteers.

Staff Coaching/Human Resources

- Provides goal-oriented mentorship, coaching and support for 1-2 development staff members at any given time to support them in improving their call volume and fundraising results.
- Participates in hiring and occasional supervision of staff, students and/or contractors.

Faculty-wide Initiatives

- Working closely with alumni relations, identifies and pursues cultivation, stewardship, and recognition opportunities/projects for major gift donors.

General

- Serves as an ambassador for the Faculty of Applied Science and Engineering, both within the University community itself and externally, consistently and convincingly reinforcing the role and importance of private support.
- Works collaboratively with the Alumni Relations & Annual Giving Team and other Faculty and staff that hold alumni relations responsibilities in order to ensure that prospect identification and relationship building occurs.
- Makes minor purchases, collaborates on costing, and supervises budget related to stewardship strategies.
- Travels nationally and internationally as required.
- Possesses a university degree or an acceptable equivalent combination of education and experience. Certified Fundraising Executive (CFRE) preferred.

FOR MORE INFORMATION

To learn more about this opportunity, please contact **Sylvia Kadlick, Senior Search Consultant** at KCI (Ketchum Canada Inc.) via email at UTengineering@kciphilanthropy.com

Candidates who are interested in applying for this position should please send resume and letter of interest to the email address listed above by **January 4, 2018**.

All inquiries and applications will be held in strict confidence. If you require accommodation during the recruitment and selection process, please let us know. We will work with you to provide as seamless a recruitment experience as possible.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from visible minority group members, women, aboriginal persons, and persons with disabilities, members of sexual minority groups, and others who may contribute to the further diversification of ideas.

Canada's leading teaching and research University, the University of Toronto is ranked one of the Greater Toronto's Top 100 Employers 2017, and one of Canada's Top Family-Friendly Employers for 2017. Committed to enhancing the diversity and experience of both staff and students, U of T offers employees challenging work, flexible family-friendly programs and opportunities for professional and personal development.

ADDITIONAL INFORMATION

- Dean and Academic Leadership – <http://www.engineering.utoronto.ca/about/office-of-the-dean/>
- Annual Report – <http://www.engineering.utoronto.ca/about/annual-reports/>
- Facts and Figures – <http://www.engineering.utoronto.ca/about/facts-figures/>
- History – <http://www.engineering.utoronto.ca/about/history/>
- U of T Engineering Research – <http://www.engineering.utoronto.ca/research-innovation/u-t-engineering-research/>
- University of Toronto Information
 - [10 Realities About U of T](#)
 - [Donor Endowment Report 2017](#)
 - [Boundless Campaign Update](#)
 - Employer Designations/Awards
 - 2015 Canada's Greenest Employers
 - 2015 Canada's Best Diversity Employers
 - 2015 Top Employer for Canadians Over 40
 - 2016 Canada's Top 100 Employers
 - 2016 Greater Toronto's Top Employers
 - 2016 Canada's Top Family-Friendly Employers