

The University of Toronto is seeking a Director of Advancement to lead and manage University of Toronto Libraries' (UTL) advancement programs with the goals of increasing fundraising revenues in support of (UTL) highest academic and institutional priorities.



The Director of Advancement reports jointly to the Chief Librarian, University of Toronto Libraries, and to the Vice President, Advancement (or their designate). The Director is a member of the Chief Librarian's senior executive committee and a member of the Vice-President, Advancement's University-wide Senior Advancement Leadership Team.

The Director of Advancement is responsible for the development and execution of advancement plans and strategies to accomplish divisional fundraising, as well as the related personal and team results, in close consultation with the Chief Librarian and the Vice President, Advancement. The Director is accountable to the Chief Librarian, University of Toronto Libraries on the development and fulfillment of advancement plans and strategies that support UTL's academic and research missions. The Director has a functional reporting relationship to the Vice-President, Advancement or delegate (typically the AVP Divisional Relations) that ensures alignment with and accountability to University-wide standards, guidelines, and procedures that protect academic integrity and promote best practice, excellence, and equity in advancement. Further details on the definition of joint reporting are included in the attached Provost's Guideline on Joint Reporting in University Advancement.

The Director of Advancement, University of Toronto Libraries will possess superior solicitation experience and a demonstrated track record of securing significant philanthropic support; a strong commitment to recruiting, developing, and empowering a team of high-performance advancement professionals; and a strong commitment to establishing and supporting efforts to engage meaningfully with alumni, friends, and volunteers in support of UTL academic mission. The incumbent will demonstrate proactive leadership and team building skills, outstanding communication and interpersonal skills, creativity, an ability to work collaboratively with other teams to build awareness and capacity for advancement, and a commitment to set and achieve ambitious advancement goals. As such, the Director will also embody a strong commitment to define the leading edge of advancement practice in Canada and to enhance the University's overall reputation for advancement excellence.

### **About the University**

Founded in 1827, the University of Toronto has evolved into Canada's leading institution of learning, discovery and knowledge creation. We are proud to be one of the world's top research-intensive universities, driven to invent and innovate.

As Canada's largest university, the University of Toronto has more than 88,000 total enrolment of national and international students in undergraduate, graduate and professional programs on 3 separate campuses. The University of Toronto has over 562,000 alumni around the world.

Recognized as a global leader in research and teaching, U of T has an operating budget of \$2.3 billion, 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 6.0 million electronic holdings.

The University of Toronto contributes \$15.7 billion to the Canadian economy every year.

More than 150 research-based start-ups have launched in the last five years at U of T.

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 Boundless Campaign**

The Boundless campaign for the University of Toronto completed its transformational fundraising effort that embodied the University of Toronto's bold vision for the future. Thanks to more than 100,000 alumni and friends, the Boundless campaign raised a remarkable \$2,641,000,000, surpassing its expanded \$2.4-billion goal.

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.

### **About the University of Toronto Libraries**

The University of Toronto Libraries (UTL) system is the largest academic library in Canada and is ranked sixth among peer institutions in North America. The system consists of 42 libraries located on three university campuses: St. George, Mississauga, and Scarborough. This array of college libraries, special collections, and specialized libraries and information centres supports the teaching and research requirements of over 280 graduate programs, including over 60 professional programs, and about 700 undergraduate degree programs. In addition to more than 15 million volumes in 341 languages, the library system currently provides access to millions of resources in various forms, including, for example, electronic, audio-visual, and geospatial materials. UTL also has over 31,000 linear metres of archival material. More than 150,000 new print volumes are acquired each year. The Libraries' data centre houses more than 500 servers with a storage capacity of 1.5 petabytes.

### **Key Results Area**

Develop, lead, and implement annual and multi-year plans and strategies to achieve transformational growth in lifting University of Toronto Libraries' overall fundraising results and to advance UTL's highest academic, strategic and institutional priorities.

Provide exemplary leadership, direction, and mentorship to a team of advancement professionals, in order to increase the impact and effectiveness of staff in advancing University of Toronto Libraries' goals and to build UTL's capacity in major gifts, endowments, stewardship, annual leadership giving, and overall alumni and friends' engagement. By example and direction, the incumbent will help create an organization and culture that values excellence, initiative, effectiveness, and community, and offers opportunities for professional development and growth.

Work closely with University of Toronto Libraries' academic leadership to translate UTL strategic priorities into compelling funding propositions and engagement propositions that create opportunities to advance University of Toronto Libraries' academic, institutional, and strategic priorities, both within the immediate community of University of Toronto Libraries' constituents, donors, friends, and partners, and among broader national and international constituencies.

Represent University of Toronto Libraries' priorities and mission to external constituents as an effective, credible institutional leader, persuasively projecting opportunities for engagement and maximizing opportunities for giving. This will include contributing to UTL's fundraising performance by assuming personal responsibility for cultivating and soliciting a portfolio of major and principal gift prospects.

Work closely with the leadership of University Advancement to ensure alignment with the University's best practices for fundraising and alumni relations programs, compliance with relevant University and Provostial guidelines and policies, collegial and collaborative engagement with other University advancement programs, and to take full advantage of the broad range of DUA services and supports for the benefit of University of Toronto Libraries' advancement programs.

## **Major Activities**

### **Strategic leadership and management**

Leads UTL's advancement functions, ensuring the alignment of UTL's development and alumni activities with its academic and institutional priorities and with University-wide advancement initiatives and with Provostial and Governing Council guidelines, policies and best practices.

In close collaboration with the Chief Librarian, senior academic leadership of University of Toronto Libraries, and senior advancement leadership within the DUA, develops and implements strategies, initiatives, campaigns, and annual business plans that integrate development and friends' engagement activities that advance UTL's overall academic mission.

Develops multi-year campaign strategies that frame University of Toronto Libraries' unique strengths and opportunities, align with University-wide campaign structures and practices, integrate engagement and development strategies, maximize support, and rally Libraries' community around a compelling vision for Libraries' longer-term aspirations and goals.

Directs University of Toronto Libraries' advancement staff, implementing measures to develop and maintain a strong team environment and a goal-oriented and evaluative approach to all advancement activities. Oversees the development, implementation and management of the departmental budget and ensures that all HR and appointment practices comply with University policies and guidelines.

Provides input and advice to the Chief Librarian and to the University of Toronto Libraries' senior team with respect to advancement implications of campus projects, initiatives and priorities. Advances community building and outreach activity as an executive committee representative of the campus by attending events, speaking engagements, and advancing the Chief Librarian's community building objectives.

Participates on the University-wide Senior Advancement Leadership Team, and works closely with the AVP Divisional Relations and other members of the DUA's leadership team as a member of the University's senior advancement community. Represents University of Toronto Libraries on important forums and works to ensure that University-wide initiatives appropriately recognize the distinctive nature of University of Toronto Libraries' identity and requirements.

## **Development**

Prepares an annual development plan outlining University of Toronto Libraries' advancement goals, priorities and objectives. Establishes fundraising priorities and goals in conjunction with various stakeholders both within the division and within the DUA and ensures that goals are achieved.

Working in close collaboration with the University's Prospect Management office, oversees the management of major gift prospects on the campus, ensuring gift officers have strong prospect portfolios and supports that enable them to meet University-wide major gift performance standards, and ensuring major gift prospects enjoy tailored cultivation and stewardship strategies that are designed to enhance their interest and involvement in University of Toronto Libraries and the wider University and to maximize their satisfaction and giving over time.

Defines goals and desired outcomes for the incumbent's own major gift prospect portfolio; identifies, cultivates and solicits prospective donors, and effectively stewards all donors.

Oversees the design and implementation of an overall donor relations program that complements other University initiatives while focusing on stewardship of all donors to University of Toronto Libraries. Ensures the coordination of the recognition of donors at all levels pursuant to University guidelines for stewardship.

Recruits strategic volunteer leadership and manages volunteer committees established to support University of Toronto Libraries' advancement activities, to help broaden the base of meaningfully engaged prospects and donors and to help create and project an environment of warmth and appreciation for Libraries' donor community.

Ensures that UTL's fundraising priorities, funding proposals, endowments, gift agreements, and gift announcement strategies are developed to the University's standards in close collaboration with senior DUA leaders and in compliance with all relevant Provostial and Governing Council policies for approval, so that they protect academic integrity, embody/exemplify best practice, manage reputational issues, support equity across the University, and achieve optimal results.

Establishes the infrastructure to support the needs and aspirations of University of Toronto's Library communities within Libraries' overall advancement strategy and annual plan. Advises Librarians and other academic champions on strategic plans and policies relating to advancement and to ensure the development and implementation of appropriate, effective and coordinated programs at the departmental level.

Works with senior academic leaders and their faculty and librarians to advance prospects and steward donors.

Works closely with the Associate Chief Librarian for Special Collections and Director of the Fisher Library and ensures that gift-in-kind planning for the division is fully functional.

Maintains communications with key stakeholders (libraries, departments, alumni, students, and friends) on development strategies, activities and achievements.

### **Advancement Communications**

Oversees the development and implementation of University of Toronto Libraries' advancement communications strategies and alignment of all messaging with Libraries' overall communications priorities.

Works closely with UTL's Communication Librarian and the DUA's advancement communications and marketing unit to develop persuasive advancement communications materials that project a compelling vision for University of Toronto Libraries' unique strengths and opportunities.

### **Operations and Finance**

Develops, implements and manages the overall University of Libraries advancement budget. Develops plans for use of budgetary resources in collaboration with the Dean and the Vice President, Advancement.

### **QUALIFICATIONS REQUIRED:**

#### **EDUCATION:**

University degree(s), preferably including a professional degree such as an MBA, JD/LLB or similar

#### **EXPERIENCE:**

8+ years with direct fundraising experience and a proven track record of executive advancement responsibility and leadership in annual, major and planned giving programs in a large complex organization, preferably in an educational or medical institution. Experience in organizing complex programs and events. Experience in a management capacity and directing the work of others. Demonstrated volunteer management experience. Highly knowledgeable and experienced in both new and traditional channels of revenue generation.

#### **SKILLS:**

- Vision, the ability to think and plan strategically, and a creative, entrepreneurial spirit
- Demonstrated experience and success managing, motivating, and mentoring volunteers and advancement professionals, bringing out the best in teams and individuals.
- The ability to mentor, coach, motivate and inspire colleagues and volunteers
- High level of initiative, maturity, tact and diplomacy; excellent judgement and discretion
- A deep understanding of and sympathy for the mission of a academic and research intensive university
- The ability to serve as an articulate, credible representative of the University with diverse constituencies and particularly with the sophisticated individuals who support the institution

- The ability to understand the research and teaching dimensions of a proposed project, to conceptualize them in an integrated proposal, and to make a compelling case to a donor for philanthropic support
- An engaging personal style, a sincere interest in people, patience, a willingness to listen, and the capacity to engender trust and to establish lasting relationships
- Reputation for integrity, openness, decisiveness and sound judgement
- A high level of comfort interacting with academic leaders as well as donors and volunteers
- The ability to navigate and be effective within a complex matrix organization that values collaboration and teamwork as well as individual initiative and creativity
- Excellent attention to detail and superb organizational skills, including the ability to set principal gift fundraising goals and to establish an internal system for meeting deadlines, tracking, follow-up, monitoring, and reporting of progress
- Ability to work in a hectic and results-oriented environment with a strong focus on results; ability to meet deadlines and budgets.
- A high energy level, an appropriate degree of sophistication and self-confidence, optimism (and the ability to engender optimism in others) and a sense of humour
- Exceptional oral and written communication, presentation and interpersonal skills.
- Strong research, analytical and problem-solving skills.
- Cultural sensitivity and capacity to work with international students and donors.
- Valid driver's license and access to personal vehicle required.
- Valid passport for international travel is required.

Please apply directly on our

website: <https://utoronto.taleo.net/careersection/10000/jobdetail.ftl?job=1901699>