THE OPPORTUNITY

The University of Toronto Libraries (UTL) is seeking a highly collaborative and seasoned fundraiser to join our team as the Director of Advancement.

Reporting jointly to the Chief Librarian and to the Vice President, Advancement (or his designate), the Director of Advancement will develop, lead, and implement annual and multi-year plans and strategies to lift UTL’s overall fundraising results and to advance our highest academic, strategic and institutional priorities.

Providing exemplary leadership, direction and mentorship to a team of three UTL advancement professionals, the Director will be responsible to increase the impact and effectiveness of staff in advancing UTL’s goals, and to build up internal capacity in major gifts, stewardship, annual leadership giving, and overall alumni and friends’ engagement. The Director will also oversee all UTL related advancement operations and will work closely with key colleagues on human resources responsibilities related to the UTL advancement team.

Handling a personal portfolio of high-value major donors and prospects, the Director will work collaboratively with colleagues across the Libraries to create and execute customized engagement and cultivation strategies that ensure the successful solicitation of major donations in support of the Libraries academic mission.

Accountable for the development and fulfillment of Libraries’ advancement plans, the Director will also work closely with key colleagues and partners within the Advancement team to ensure alignment with and accountability to University-wide regulations, and to enhance the internal culture of philanthropy across both the Libraries and University.

ABOUT THE UNIVERSITY OF TORONTO LIBRARIES

The University of Toronto Libraries are essential partners in advancing knowledge creation at the University of Toronto. Our international reputation as a centre for research attracts leading faculty, researchers, graduate and undergraduate scholars to the University. Differentiated from our peers by the breadth and depth of our collections and a 50 year history of using innovative technologies to further discovery, we remain uniquely positioned to make available the scholarship of the past, and open opportunities for transformative discovery into the future.
The University of Toronto Libraries are rightly referred to as a national treasure. We are the largest academic library system in the country and one of the largest in North America. With 42 libraries across U of T’s three campuses, UTL (the central library system) consists of approximately 18 of those libraries that support the teaching and research requirements across campus. The central library system works in partnership with the other University of Toronto libraries that operate independently in service to their constituents across all three campuses.

This array of college libraries, special collections, and specialized libraries and information centres supports the teaching and research requirements of more than 300 graduate programs, more than 60 professional programs, and almost 700 undergraduate degree programs. In addition to more than 15 million volumes in 341 languages, the library system currently provides access to millions of electronic resources in various forms and 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.

Together, through our expert staff, the University of Toronto Libraries provide collections and services that inspire discovery and engage inquiring minds within the University of Toronto community and beyond.

**ADVANCEMENT AT UNIVERSITY OF TORONTO LIBRARIES**

We are in the midst of an information revolution – an epic change in the way information is produced, shared and preserved. The University of Toronto Libraries are at the forefront of embracing the potential afforded by this new digital environment.

Having just completed the largest campaign in Canadian University history, the *Boundless* campaign, brought together the community of UTL supporters like never before. Nearly 6000 alumni and friends contributed over $200 million through donations of cash and gift-in-kind to the Libraries, which kick-started a number of new initiatives central to the mission of the Libraries and the University as a whole. They include the revitalization of Robarts Library that will see a new addition called the Robarts Common, a five-storey structure that will add 1,222 work and study spaces to Robarts.

The Gerstein Science Information Centre, Canada’s largest science library, will expand and improve study space; create high quality collaborative areas and classrooms and complete the process of refurbishing outdated spaces.

Additional priorities include creating several endowed funds to enhance the Thomas Fisher Rare Book Library, to create a new Director of the Thomas Fisher, improve collection development, establish a fund for preservation and access and create a Librarian Fellowship.

**ADVANCEMENT AT THE UNIVERSITY OF TORONTO**

The Division of University Advancement (DUA) promotes and supports the University of Toronto by engaging a worldwide community of more than half a million alumni, plus many
donors and friends. DUA encompasses a highly skilled team of staff focused in the areas of development, alumni and volunteer engagement, advancement services, and advancement marketing and communications. The uniquely integrated structure of University Advancement encourages each division to bring its particular strengths and expertise to the common cause of advancing U of T’s relations with alumni, donors, and friends.

Having just completed the largest campaign in Canadian University history, the University of Toronto’s *Boundless* campaign brought together more than 100,000 donors in 99 countries to raise $2.641 billion. This incredible achievement reflects our supporters’ shared belief in U of T’s ability to imagine a brighter future for the city, the country and the world.

The *Boundless* campaign created incredible impacts for the University, by opening doors of opportunity for students through scholarships and bursaries; building major facilities to enhance undergraduate education for future generations; fuelling innovative and award-winning research, faculty and programs; and increasing engagement with alumni around the world.

Following the success of the campaign, the Division of University Advancement at the University of Toronto is even more committed to a transformative agenda deeply rooted in the University’s vision for growth and innovation. We are focused on doubling fundraising performance on a sustainable basis; enhancing the effectiveness and satisfaction of alumni participation and programs; building advancement capacity within and across divisions; creating an organization and culture that fosters leadership, initiative, effectiveness, and community; and contributing to the creation of an external relations strategy for a transforming image, reputation and standing of U of T along an axis of differentiation and excellence.

**THE IDEAL CANDIDATE**

Highly organized, intellectually curious and innovative in approach, the ideal candidate has a passion for building and broadening the community of UTL supporters. The new Director is a strategic fundraiser with a track record of success in collaborating with internal stakeholders to create and support compelling funding opportunities that align with organizational priorities. Deeply interested in broadening their own knowledge while supporting the preservation of culture, the ideal candidate is energized by inspiring others to take positive action in enhancing the UTL collections. A leader who balances long term goals with short term gains, the Director identifies opportunities in challenges, and takes a direct and creative approach to securing new revenue in support of the priorities of the Libraries.

The ideal candidate is a seasoned boots-on-the-ground fundraiser who is motivated to identify new donors and build strategic and meaningful relationships that drive major gift success. With a deep appreciation for the cultural value of libraries, the Director finds new ways to excite and involve donors. Invigorated by building relationships, the ideal candidate is motivated to engage in face-to-face meetings with donors and prospects, and has an intense ability to identify and nurture donor motivations. Understanding that libraries are a place of connection, the ideal
candidate leverages the physical space and collections to demonstrate the philanthropic vision and future of the Libraries to the community.

An experienced public speaker, the new incumbent is highly comfortable with leading discussions, presenting financials, and verbally communicating impact to donors as individuals or as a group. The ideal candidate is deeply familiar with CRA and cultural property trust laws, and is well-seasoned in the detail-oriented gift-in-kind management, handling complex administrative and legal projects with grace and enthusiasm.

Responsive, timely, and deadline-driven, the ideal candidate demonstrates an attitude of assistance to both the internal and external stakeholder community. Supportive and accessible to colleagues, the new incumbent is an excellent listener and agile communicator who successfully coaches and engages a wide variety of individuals in the fundraising process. Confident, creative, and talented in the art of soft persuasion, the Director takes a consultative and proactive approach to working with others.

The successful candidate is a personable, empathetic, and respectful professional who gives and encourages feedback and is openly accessible to staff, colleagues and donors alike. The Director is an experienced staff manager who is comfortable working in a unionized environment, and who is committed to life-long learning for both the individual and team development.

**KEY RESPONSIBILITIES**

**Strategic leadership and management**

- Leads all elements of UTL advancement functions, ensuring the alignment of Libraries’ development and alumni activities with its academic and institutional priorities and with University-wide advancement initiatives.
- Develops and implements strategies, initiatives, campaigns, and annual business plans that integrate development and friends’ engagement activities that advance UTL’s overall academic mission, in collaboration with the Chief Librarian, senior academic UTL and DUA leadership.
- Develops multi-year campaign strategies that align with University-wide campaign structures and practices, integrate engagement and development strategies, maximize support, and rally the UTL community around a compelling vision for long-term aspirations and goals.
- Directs UTL advancement staff, ensuring the development of a strong team environment and a goal-oriented and evaluative approach to 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 UTL senior team with respect to advancement implications of campus projects, initiatives and priorities.
• Advances community building and outreach activity 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 UTL to ensure that University-wide initiatives appropriately recognize the distinctive nature of UTL identity and requirements.

**Development**

• Prepares an annual advancement business plan and establishes fundraising priorities and goals in conjunction with various stakeholders both within UTL and within the DUA; Ensures that goals are achieved.

• In collaboration with the University’s Prospect Management office, oversees the management of major gift prospects, ensuring the Director and team have strong prospect portfolios and supports that enable them to meet performance standards, and ensuring prospects receive tailored cultivation, solicitation and stewardship strategies that are designed to enhance their interest and involvement in UTL and the wider University.

• Defines goals and desired outcomes for personal major gift prospect portfolio; identifies, cultivates and solicits prospective donors, and effectively stewards all donors.

• Oversees the design and implementation of a holistic and integrated donor relations program for all donors to UTL, ensuring 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 UTL advancement activities.

• 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.

• Establishes infrastructure to support the needs and aspirations of UTL communities within Libraries’ overall advancement strategy and annual plan.

• Engages senior academic leaders, faculty and librarians in the strategy and activities 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.

• Provides guidance and expert advice to Librarians and other academic champions on strategic plans and policies relating to advancement.
Advancement Communications

- Oversees the development and implementation of UTL advancement communications strategies and ensures alignment of all messaging with Libraries’ overall communications priorities.
- Works closely with the DUA’s advancement communications and marketing unit to develop persuasive communications materials that project a compelling vision for UTL’s unique strengths and opportunities.

Operations and Finance

- Develops, implements and manages the overall UTL advancement budget. Develops plans for use of budgetary resources in collaboration with the Chief Librarian and the Vice President, Advancement.

Human Resources Management

- Provides consistent and frequent guidance and direction to staff to ensure fair and equitable treatment.
- Oversees and manages UTL Advancement staff and provides direction to managers responsible for areas including communications and media programs, annual giving, major gifts, stewardship, alumni relations and special events.
- In collaboration with the Chief Librarian, UTL’s Human Resources and AVP Divisional Relations, strategically plans and defines the organizational structure for the advancement unit, including any enhancement or changes to the organizational structure.
- Recruits, hires, on-boards, trains, and disciplines (when appropriate) all UTL advancement staff, in collaboration with UTL and DUA HR.
- Maintains positive relations with union representatives.

Other Responsibilities

- Initiates or participates in other projects to cultivate liaison or promote community outreach and generate goodwill toward UTL and the University as a whole.
- Represents UTL on various University committees and boards involved in advancement activities.
- Tracks financial performance including revenue and budget controls.

QUALIFICATIONS AND COMPETENCIES

- Significant executive advancement responsibility and leadership in annual, major and planned giving programs preferable in a large complex organization;
- A history of successfully securing significant philanthropic support that advance organizational priorities;
- Demonstrated experience and success managing, motivating, coaching and mentoring volunteers and advancement professionals, bringing out the best in teams and individuals;
Highly knowledgeable and experienced in both new and traditional channels of revenue generation;

An engaging personal style, a sincere interest in people, patience, a willingness to listen and learn, and the capacity to engender trust and to establish lasting relationships;

The ability to understand the research and teaching dimensions of the Libraries’ priorities, and translate this into a compelling case for philanthropic support;

A reputation for integrity, openness, decisiveness and sound judgement;

A high level of comfort interacting with academic leaders as well as diverse and sophisticated 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;

The ability to set, track, monitor and report on fundraising goals;

The ability to work in a fast-paced and results-oriented environment with a strong focus on outcomes;

Cultural sensitivity and capacity to work with international students and donors;

Vision, the ability to think and plan strategically, and a creative, entrepreneurial, and intellectually curious spirit;

A University degree, or an equivalent combination of education with advancement experience;

Valid driver’s license and access to a personal vehicle required;

Valid passport for international travel is required.

**ADDITIONAL INFORMATION ABOUT U OF T LIBRARIES**

- [University of Toronto Libraries – Strategic Plan 2016-2018](#)
- [University of Toronto Libraries – Boundless Campaign Initiatives](#)
- [University of Toronto Libraries Fall 2018 Newsletter](#)
- [University of Toronto Libraries News](#)
- [University of Toronto Libraries: Chief Librarians Executive Council](#)
- [University of Toronto, Facts & Figures 2018](#)
- [U of T Global](#)
- [U of T News](#)
- [U of T Magazine](#)
- [Division of University Advancement](#)
APPLICATION PROCESS

For more information, interested individuals are invited to contact Ayesha Mayan, Senior Search Consultant via email at UofTLibraries@kcitalent.com or by phone at 416-688-5702 by October 3rd 2019. Applications will be reviewed on an ongoing basis so early submission is encouraged.

To view the full Position Brief, please visit: www.kcitalent.com

Candidates who are interested in applying for this position should please send a resume and letter of interest to the email address listed above. 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 a seamless recruitment experience.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, 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 2019, and one of Canada’s Top Family-Friendly Employers for 2019. 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.