

# Director of Advancement

## *Position Brief*



UNIVERSITY OF TORONTO  
FACULTY OF MUSIC





# UNIVERSITY OF TORONTO

## FACULTY OF MUSIC

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### APPLICATION PROCESS

For more information, please contact Sylvie Battisti, at KCI Search + Talent via email at [UofTMusic@kci talent.com](mailto:UofTMusic@kci talent.com) by **March 3, 2023**.

**Candidates 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.

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, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

As part of your application, you will be asked to complete a brief Diversity Survey. This survey is voluntary. Any information directly related to you is confidential and cannot be accessed by search committees or human resources staff. Results will be aggregated for institutional planning purposes.

**Vaccination:** The University may from time to time introduce or re-introduce new, previous, or revised measures relating to COVID-19 or any future pandemic. You will be provided with appropriate information and instruction on applicable measures. For more information on the University’s COVID-19 response, please refer to the [University’s Response to COVID-19](#).





# UNIVERSITY OF TORONTO

## FACULTY OF MUSIC

### Director of Advancement University of Toronto, Faculty of Music

#### THE OPPORTUNITY

The Faculty of Music is seeking a high-performing senior fundraising professional to fill the role of Director of Advancement. Possessing a track record of success in increasingly senior advancement leadership positions in large-scale institutional settings, the Director of Advancement will lead and manage the Faculty of Music's advancement programs with the goal of increasing fundraising revenues and alumni engagement in support of the Faculty of Music's highest academic and institutional priorities.



This is an exciting time to join the University of Toronto and work on the most ambitious campaign in Canadian history. Launched in December 2021, Defy Gravity: The Campaign for the University of Toronto seeks to raise \$4 billion for the University's highest priorities.

The Director of Advancement will be a member of the Vice-President, Advancement's University-wide Senior Advancement Leadership Team. The Director will report jointly to the Dean of the Faculty of Music and to the Vice President, Advancement or designate (typically the AVP Divisional Relations).

Passionate about music and the arts, the new incumbent will have superior solicitation experience and will be enthusiastic and committed to setting and achieving bold advancement goals in the areas of major gifts, stewardship, annual leadership giving and alumni engagement. As such, the Director will also embody a strong dedication to define the leading edge of advancement practice in Canada and to enhance the University's overall reputation for advancement excellence.

The Director of Advancement will demonstrate exemplary leadership and team building skills, as well as a strong commitment to develop and empower a team of high-performance advancement professionals to new heights of achievement.

With a sincere openness to continued growth and learning about equity, diversity and inclusion, the Director of Advancement will be supported by and will build upon the University of Toronto's collective efforts to strengthening the foundations of inclusivity and belonging, ensuring an environment where all are welcome and can thrive.

Possessing outstanding communication and interpersonal skills as well as the ability to work collaboratively with others, the Director will effectively establish and foster efforts to meaningfully engage alumni and volunteers in support of the Faculty of Music's academic mission.

This position has a target hiring salary range of \$120,000 to \$140,000 per annum. A full range of pension and benefits are also provided, and further information about University of Toronto benefits can be found at <https://hrandequity.utoronto.ca/careers/benefits/>

*This is a continuing, full-time position and will be based at the University of Toronto's Faculty of Music. Regular work during evenings and weekends will be required for this position as the role will require attendance at evening and weekend performances.* This role is currently eligible for a hybrid work arrangement, pursuant to University policies and guidelines, including but not limited to the [University of Toronto's Alternative Work Arrangements Guideline](#).

## ABOUT THE UNIVERSITY OF TORONTO

Deeply rooted in one of the world's most diverse city regions, U of T brings a comprehensive approach to solving complex social, economic, and health issues at scale. Our unrivalled commitment to excellence, inclusion, and removing barriers to higher education opens up worlds of opportunity for students.

Canada's largest and most renowned research-intensive university, the University of Toronto has more than 95,000 students in more than 1000 programs of study across three campuses, along with nearly 23,000 faculty and staff, and more than 640,000 alumni in over 180 countries.

Widely recognized as a global leader in research and education, the University is consistently ranked as one of the top universities in the world and the top university in Canada, placing 18<sup>th</sup> in the most recent annual Times Higher Education World Reputation Rankings, and 26<sup>th</sup> in the QS World University Rankings. The University of Toronto is also 1st in Canada in the research-focused Academic Ranking of World Universities.

Established in 1827, the University has an operating budget of \$3.12 billion, research grants and contract support of \$1.45 billion, and more than 19 million holdings in a research library that is ranked one of the top three research libraries in North America.

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 – 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.



Canada's leading teaching and research University, the University of Toronto is ranked one of the Greater Toronto's Top Employers 2023 for the 17th consecutive year, and one of Canada's Top Family-Friendly Employers for 2022. 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.



## ABOUT THE FACULTY OF MUSIC

For more than 100 years, the Faculty of Music at the University of Toronto has been Canada's leading institution for music creation, performance education, and research. As a cultural cornerstone in one of the world's most diverse and dynamic cities, the Faculty prepares future generations of arts leaders — hundreds of performers, composers, scholars, and educators who shape tomorrow's musical experience, sustain Canada's cultural economy, and have significant global impact.

### Values

- The transculturally transformative power of music
- Diversity and fostering individuality in our students, faculty, and staff
- Excellence and equity of opportunity, developing individuals to the best of their and our ability
- Tradition and innovation, reaffirming fundamental practices while creating new ones
- Education and the responsibility to create positive change
- Academic and artistic freedom of expression



With over 550 undergraduate and over 350 graduate students, the Faculty of Music is home to 60 internationally renowned full-time faculty members and over 130 part-time faculty members, many of whom continue to actively work in a professional music capacity. Academic areas for education and training at the undergraduate level and for study and research at the graduate level include:



Composition, Musicology, Ethnomusicology, Music Theory, Music Education and Music Technology. The Faculty offers more than 37 degree programs, including BMus, MMus, DMA (Doctor of Musical Arts), MA, PhD, diplomas and certificates.

Research at the Faculty of Music focuses on understanding music and sound in a global context as expressive cultural communication. Music researchers decipher music and its cultural codes as a reflection of societal values. At UofT Music, creativity-driven research encompasses humanities and social-sciences disciplines, music composition and performance, and many interdisciplinary fields such as music technology & digital media, and music & health sciences.

Making an impact in cultural communities across the globe, the 7,500 alumni of the Faculty of Music include the caliber of: mezzo-soprano Emily D'Angelo (BMusPerf 2016), *Grammy nominee, Juno Award winner, Winner of First Prize in the Metropolitan Opera National Council Auditions*; soprano Teresa Stratas (ADip 1959), *winner of multiple Grammy Awards*; Liona Boyd (BMusPerf 1972), *Juno Award-winning classical guitarist*; Owen Pallett (BMus 2002), *composer and violinist who won the Polaris Music Prize in 2006 and was nominated for Best Original Score at the Academy Awards for Her (2013)*; Roydon Tse (DMA 2019, MMus 2015), *composer who has worked with numerous prestigious companies, including the Brussels, Hong Kong, Shanghai, and Brno Philharmonic Orchestras, and members of the Paris Opera*; Kris Davis (BMusPerf 2001), *composer and jazz pianist whose album Diatom Ribbons was named the top Jazz Album of 2019 by The New York Times*.

The Visiting Artists & Scholars program is a distinctive feature of the Faculty. Each year, the program provides the community with rich opportunities for interaction with the world's leading scholars, composers, educators and performers.

The Faculty of Music offers world-class performance space where notable Faculty graduates can return to dazzle audiences, talented students can hone their artistic skills, and community members can enjoy and participate in a diverse array of programming. More than 600 events and performances are offered in most years.

### **Performance Venues:**

Our venues host more performances annually than any other local institution, making them some of the most visible stages in Toronto.

- *MacMillan Theatre (815 seats)* - Located in the Edward Johnson Building, one of Toronto's largest stages, with an orchestra pit for 50 musicians, and the only full fly-tower in a post-secondary institution in Canada.

- *Walter Hall (490 seats)* - Walter Hall is one of Toronto's finest and most intimate auditoriums and the city's most active chamber music venue. The concert hall features a world-class Casavant Frères pipe organ.
- *Jay Telfer Forum* - Currently in the planning stages in an exciting new facility at 90 Queen's Park Crescent.

### ***Equity, Diversity and Inclusion at the University of Toronto and the Faculty of Music***

The Faculty of Music at the University of Toronto is deeply committed to furthering equity, diversity, inclusion, and belonging in our community, city, and the world. We are working to weave these principles throughout the Faculty of Music, in our programs, teaching and learning environments, concerts and performances, committee work, and special events.

The [Task Force on Equity and Belonging](#), the [Anti-Racism Anti-Oppression Committee](#), and the [Teaching and Learning Committee](#) are three key components of our collective efforts to strengthening the foundations of inclusivity and belonging, work that will benefit all who learn, teach, and work at the Faculty of Music to ensure an environment where all are welcome and can thrive. The Faculty of Music has also recently hired an inaugural Director of Equity, Diversity, and Inclusion (EDI) to help support these efforts.

### **ADVANCEMENT AT THE FACULTY OF MUSIC**

The Advancement Team is an administrative unit of the Faculty of Music and is a high-performing team of four advancement professionals, who are responsible for the cultivation and stewardship of alumni and friends and raising awareness among current and prospective stakeholders about the importance of investing in the Faculty. Key components of the Faculty Advancement program are fundraising, alumni engagement, advancement communications and special events.

The office works in partnership with the Vice-President, Advancement and the Division of University Advancement (DUA) as part of the joint reporting and to ensure alignment and consistency with the overall goals of the University and Faculty.

### **Faculty of Music Campaign Priorities & Philanthropic Opportunities**

As the Faculty of Music enters its second century, a new level of achievement is envisioned – becoming a truly global leader in research, composition and performance. The Faculty of Music will accomplish this through internationalizing our student body, strengthening our interdisciplinary research and impact and community outreach, and undertaking essential upgrades to our infrastructure. The Faculty of Music presents an array of projects and unique opportunities for donors and partners to help elevate the Faculty's global stature by providing private funding for its top strategic priorities.

### **Attracting Global Student Enrolment**

To be a truly global music school, we need to ensure we have the resources needed to compete for the best students from around the world. The academic world of music research, training and performance is highly competitive, and top institutions in the U.S., Europe and Asia actively seek out the most promising and talented students both at home and internationally. To ensure we can contend for the same talent, the Faculty of Music needs to build a robust endowment to support competitive scholarships.

We also need a fully staffed international recruitment office that can proactively seek out the international scholars, composers and performers who truly represent the future of our field and will, in turn, raise the global stature of the institution that trained them. Our goal over the next decade is to increase our intake of international graduate students.

### **Deepening our interdisciplinary partnerships**

The Faculty of Music has numerous active partnerships within the University, including collaborations with research units in the humanities, education, business, law and medicine. To further cultivate these interdisciplinary projects and programs, we seek funding dedicated to innovation, and dedicated champions to lead new areas of interdisciplinary scholarship such as a Chair in World Music and Ethnomusicology, and a Chair in Music and Health.

### **Revitalizing our World-Class Venues**

To attract the best students and cultivate our interdisciplinary strengths, we need to bring our infrastructure into the 21st century. Most of the Faculty of Music's infrastructure was built more than 50 years ago. While these spaces have served our students and faculty admirably, we have outgrown our physical plant in many ways. Capital revitalization will focus on four areas: Walter Hall, MacMillan Theatre and Opera, the Music Library and the new Jay Telfer Forum.

## **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 640,000 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. In this ecosystem, there is an emphasis on the collaboration, diplomacy, teamwork and mission focus as the Division of University Advancement supports our Faculties, Campuses and Divisions as a shared service.

*The Division of University Advancement at the University of Toronto is committed to a transformative agenda deeply rooted in the University's vision for growth and innovation. We are focused on doubling annual fundraising performance on a sustainable basis; doubling the number of newly engaged alumni by 2023; achieving Advancement goals through the foundational integration of Alumni Relations and Development both centrally and through collaborations with divisional colleagues; 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.*



# Together, We Can Rise To Any Challenge

*In a world searching for positive change, we have a rare opportunity to rebuild in a more inclusive and responsible way.*

## DEFY GRAVITY: THE CAMPAIGN FOR THE UNIVERSITY OF TORONTO

On December 13, 2021, the University proudly launched *Defy Gravity: The Campaign for the University of Toronto*. The largest university campaign in Canadian history will harness the power of our worldwide community, including 640,000 alumni, 95,000 students, and 23,000 faculty and staff, for the betterment of humanity.

From pioneering work in the humanities to the breakthrough development of neural networks, the University of Toronto has a long history of tackling the impossible and transforming society through the ingenuity of its faculty, students, and alumni.

In a world searching for positive change, we will build on this tradition to address some of the biggest challenges facing our city, country, and planet as we recover from the COVID-19 pandemic and grapple with this age of climate change, inequality, and mass technological disruption.

Through our commitment to inclusive excellence, we will bring together top minds from every conceivable background and discipline to lead pandemic recovery and enable healthy lives, build inclusive cities and societies, create a sustainable future, spark creativity and culture, drive scientific discovery, power bold innovation and entrepreneurship, and support student success as we educate the next generation of creative, engaged, and empathic citizens.

The campaign theme, Defy Gravity, reflects U of T's history of advancing the frontiers of knowledge by transcending disciplines and borders in a diverse and inclusive community that emboldens students to think big—a community that accomplishes things no one else believed possible.

### Our campaign has two ambitious goals to meet today's challenges



For the first time in U of T history, the campaign will include a goal for alumni engagement: to inspire **225,000 alumni** to get involved as volunteers, mentors, donors, participants, and leaders and encourage them to contribute their time and talent to the University **one million times** collectively.

The campaign will also seek to raise **\$4 billion** for the University's highest priorities, a goal commensurate with our excellence, the breadth of our aspirations, the global footprint of our faculty, students, alumni, and donors, and our potential for life-changing impact.



## Our Campaign Priorities

The campaign will advance U of T's commitment to inclusive excellence and help the University bring together people from every conceivable background to create a healthier, more sustainable, and equitable world.

- [Support Student Success](#)
- [Create a Sustainable Future](#)
- [Build Inclusive Cities & Societies](#)
- [Enable Healthy Lives](#)
- [Drive Scientific Discovery](#)
- [Spark Creativity & Culture](#)
- [Power Innovation & Entrepreneurship](#)

## Faculty of Music Links:

- <https://faculty100.music.utoronto.ca/>
- [EDI at The Faculty of Music](#)
- [Faculty of Music Climate and Culture Review Executive Summary](#)
- [Climate & Culture Review - Update](#)
- <https://uoftopera.ca/>
- <https://www.uoftjazz.ca/>
- <https://mahrc.music.utoronto.ca/>
- <http://uoftmusicicm.ca/>
- <https://music.library.utoronto.ca/>

## Additional Information

- [Announcing Defy Gravity: The Campaign for The University of Toronto](#)
- [About The Defy Gravity Campaign](#)
- [Defy-Gravity-Campaign-Case](#)
- [Campaign Volunteer Leadership](#)
- [University of Toronto's Three Priorities](#)
- [President's Welcome](#)
- [Inclusion at U of T](#)
- [U of T News](#)
- [U of T Magazine](#)
- [Division of University Advancement](#)
- [Chancellors' Circle of Benefactors](#)

## THE ROLE: DIRECTOR OF ADVANCEMENT, FACULTY OF MUSIC

### KEY RESPONSIBILITIES

- Develop, lead, and implement annual and multi-year plans and strategies to achieve transformational growth in lifting the Faculty of Music's overall fundraising and alumni engagement results and to advance the Faculty'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 the Faculty of Music's goals and to build the Faculty's capacity in major gifts, stewardship, annual leadership giving, and alumni 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 the Faculty of Music's academic leadership to translate academic priorities into compelling funding propositions and alumni engagement propositions that create opportunities to advance the Faculty's academic, institutional, and strategic priorities, both within the immediate community of the Faculty of Music's alumni, friends, and partners, and among broader national and international constituencies.
- Represent the Faculty of Music's 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 the Faculty'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 Division of University Advancement's services and supports for the benefit of the Faculty of Music's advancement programs.

## MAJOR ACTIVITIES

### Strategic leadership and management

- Lead the Faculty of Music's advancement functions, ensuring the alignment of the Faculty'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 Dean, senior academic leadership of the Faculty of Music, and senior advancement leadership within the DUA, develop and implement strategies, initiatives, campaigns, and annual business plans that integrate development and alumni engagement activities and that advance the Faculty's overall academic mission.
- Develop multi-year campaign strategies that frame the Faculty's unique strengths and opportunities, align with University-wide campaign structures and practices, integrate alumni and development strategies, maximize support, and rally the Faculty community around a compelling vision for the Faculty of Music's longer-term aspirations and goals.
- Direct the Faculty's advancement staff, implementing measures to develop and maintain a strong team environment and a goal-oriented and evaluative approach to all advancement activities. Oversee the development, implementation and management of the departmental budget and ensure that all HR and appointment practices comply with University policies and guidelines.
- Provide input and advice to the Dean and to the Faculty of Music's senior team with respect to advancement implications of campus projects, initiatives and priorities. Advance community building and outreach activity as an executive committee representative of the campus by attending events, speaking engagements, and advancing the Dean's community building objectives.
- Participate on the University-wide Senior Advancement Leadership Team, and work closely with the AVP Divisional Relations and other members of the DUA leadership team as a member of the University's senior advancement community. Represent the Faculty on important forums and works to ensure that University-wide initiatives appropriately recognize the distinctive nature of the Faculty of Music's campus identity and requirements.

## Development

- Prepare an annual development plan outlining the Faculty of Music's advancement goals, priorities and objectives. Establish fundraising priorities and goals in conjunction with various stakeholders both within the campus and within the DUA and ensure that goals are achieved.
- Working in close collaboration with the University's Prospect Management Office, oversee 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 the Faculty of Music and the wider University and to maximize their satisfaction and giving over time.
- Define goals and desired outcomes for the incumbent's own major gift prospect portfolio; identify, cultivate and solicit prospective donors, and effectively steward all donors.
- Oversee the gift planning activity for the Faculty, ensuring that the program is fully functional.
- Oversee the design and implementation of an overall donor relations program that complements other University initiatives while focusing on stewardship of all donors to the Faculty of Music. Ensure the coordination of the recognition of donors at all levels pursuant to University guidelines for stewardship.
- Recruit strategic volunteer leadership and manage volunteer committees established to support the Faculty of Music's 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 the Faculty's donor community.
- Ensure that the Faculty of Music's fundraising priorities, funding proposals, 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.
- Establish the infrastructure to support the needs and aspirations of the Faculty's academic units within the Faculty's overall advancement strategy and annual plan. Advise academic leaders on strategic plans and policies relating to advancement to ensure the development and implementation of appropriate, effective and coordinated programs at the departmental level.
- Work with senior academic leaders and their faculty to advance prospects and steward donors.
- Maintain communications with key stakeholders (departments, alumni, students) on development strategies, activities and achievements.

## Alumni Relations

- Oversee the development and implementation of the Faculty of Music's alumni relations activities, ensuring consistency with the Faculty's advancement strategic goals and objectives and with University-wide standards and best practices for alumni engagement and programming and ensuring integration with desired development outcomes.
- Working in close collaboration with the AVP Alumni Relations and the DUA Directors of Business Analytics and Alumni Engagement Metrics, oversee the development of plans and strategies in support of both acquisition and deepening alumni engagement. Actively collaborate with DUA Alumni Relations Program and Services team on the evolution and continuous improvement of alumni engagement strategies and align these efforts to support philanthropic goals.

- Selectively build relationships with high profile or highly motivated alumni. Ensure the development of effective volunteer identification and recruitment programs to develop resources for various Faculty needs.
- Work with the AVP Alumni Relations and AVP Divisional Relations in the development of annual business plans and strategies that include clear, measurable goals for alumni engagement, and ensure that the Faculty's engagement data is recorded in University-wide systems.

### **Advancement Communications**

- Liaise with the Faculty's staff on the development and implementation of the Faculty's advancement-related communications strategies and alignment of all messaging with the Faculty's overall communications priorities.
- Work closely with the DUA's advancement communications and marketing unit to develop persuasive advancement communications materials that project a compelling vision for the Faculty of Music's unique strengths and opportunities.

### **Operations and Finance**

- Develop, implement and manage the overall Faculty of Music's advancement budget. Develop plans for use of budgetary resources in collaboration with the Dean of the Faculty and the Vice President, Advancement.
- Track financial performance including revenue/experience and budget controls.

### **Human Resources Management**

- Has full managerial authority over the staff in the Faculty of Music Advancement unit.
- Working in close collaboration with the Dean, FIFSW Human Resources, and the AVP Divisional Relations, plan strategically for and define the organizational structure for the advancement unit, including the development of its organizational structure, organizational change, hiring, layoff, demotions, creating and eliminating positions, defining classifications and the qualifications for positions.
- Determine work assignments for staff based on understanding of needs, individual skill, project requirements and availability of resources.
- Ensure work tasks are completed on schedule and staff follow standards and policies.
- Discuss performance with employees to provide feedback and address performance related issues as part of the employee development process.
- Recommend training courses, seminars and conferences for staff to update and enhance their skills and knowledge.
- Consult with HR when dealing with serious issues that affect employment relationships.
- Maintain positive relations with union representatives.
- Has budget responsibilities related to the human resources management.

## REQUIRED EXPERIENCE & COMPETENCIES

### Required Experience & Education

- Progressive professional 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.
- Ideally, demonstrated experience in securing intricate 7 and 8 figure gifts.
- Experience in a management capacity and directing the work of others.
- Experience in organizing complex programs and events.
- Demonstrated volunteer management experience.
- Highly knowledgeable and experienced in both new and traditional channels of revenue generation.
- Proficient with and demonstrated experience working with Microsoft Office suite.
- Experience working with Arbor or a similar donor and alumni database management system.
- Demonstrated strategic conceptualization, analytical and planning skills.
- Knowledge of current trends as they relate to duties and responsibilities of the role.
- A University degree is required.

### Abilities, Qualities, and Attributes

- Real interest and appreciation for music and the arts.
- 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 an 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 ambitious 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 capacity to meet targets, 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, problem-solving skills.
- Cultural sensitivity and capacity to work with international students and donors.

### Other Considerations

- Valid driver's license and access to personal vehicle required.
- Valid passport for international travel required.

## BIOGRAPHIES:

### ELLIE M. HISAMA

#### DEAN OF THE FACULTY OF MUSIC



Ellie M. Hisama is Dean of the Faculty of Music and Professor of Music at the University of Toronto. She joined the University of Toronto in 2021, having previously taught at Columbia University as a member of the Theory and Historical Musicology areas. Her research and teaching have addressed issues of race, ethnicity, gender, sexuality, the social and political dimensions of music, and public engagement. She is the author of *Gendering Musical Modernism: The Music of Ruth Crawford, Marion Bauer, and Miriam Gideon*, which was named a Choice Outstanding Academic Title, and co-editor of the volumes *Ruth Crawford Seeger's Worlds: Innovation and Tradition in Twentieth-century American Music* and *Critical Minded: New Approaches to Hip Hop Studies*.

*Innovation and Tradition in Twentieth-century American Music* and *Critical Minded: New Approaches to Hip Hop Studies*.

She received a Career Enhancement Fellowship from the Woodrow Wilson National Fellowship Foundation funded by the Andrew W. Mellon Foundation; a Tsunoda Ryusaku Senior Fellowship, Waseda University (Tokyo); and the Ethyle R. Wolfe Institute for the Humanities Faculty Fellowship. She has delivered numerous international plenary and keynote addresses and was named the Kenneth H. Peacock Lecturer at the University of Toronto and the Robert Samels Visiting Scholar at Indiana University, and was selected to deliver the 2022 American Musicological Society Women and Gender Endowed Lecture.

She has taught at many institutions including Brooklyn College, the City University of New York's Graduate Center, Connecticut College, and Harvard University. She was nominated twice by Columbia College's Academic Awards Committee for the Mark Van Doren Award for Teaching, and served as Director of the Institute for Studies in American Music [now the Hitchcock Institute] at Brooklyn College.

As an academic leader, she has received multiple grants for work that engages with issues of structural racism and gender and racial justice. Working with the Division of University Advancement at the University of Toronto, she helped to secure a \$7-million gift to the Faculty of Music in support of a new recital hall, the Jay Telfer Forum. This gift was the largest ever received by the Faculty, and one of the most significant in support of music in Canada. At Columbia University, she was a Provost Leadership Fellow and an inaugural recipient of the Provost's Faculty Mentoring Award. She is Founding Director of *For the Daughters of Harlem: Working in Sound*, an initiative that brings students from public schools to the university to create, record, and reflect upon their work in sound. She continues this project in Toronto as Founding Director of *Future Sound 6ix*, with funding from the Nick Nurse Foundation, collaborating with colleagues at the U of T to work in its renowned Electronic Music Studio.

## DAVID PALMER

### VICE PRESIDENT, ADVANCEMENT



Since 2007, David has served as Vice-President, Advancement for the University of Toronto. Under David's leadership, the University of Toronto recently completed the Boundless campaign—the largest campaign in Canadian history—with \$2.64 billion raised from more than 104,000 unique donors while more than tripling alumni engagement. In December, 2021, the University publicly launched the Defy Gravity campaign, seeking to raise \$4 billion and inspire 225,000 alumni to engage with their *alma mater* 1 million times, setting a new high-water mark for fundraising and alumni engagement in Canada.

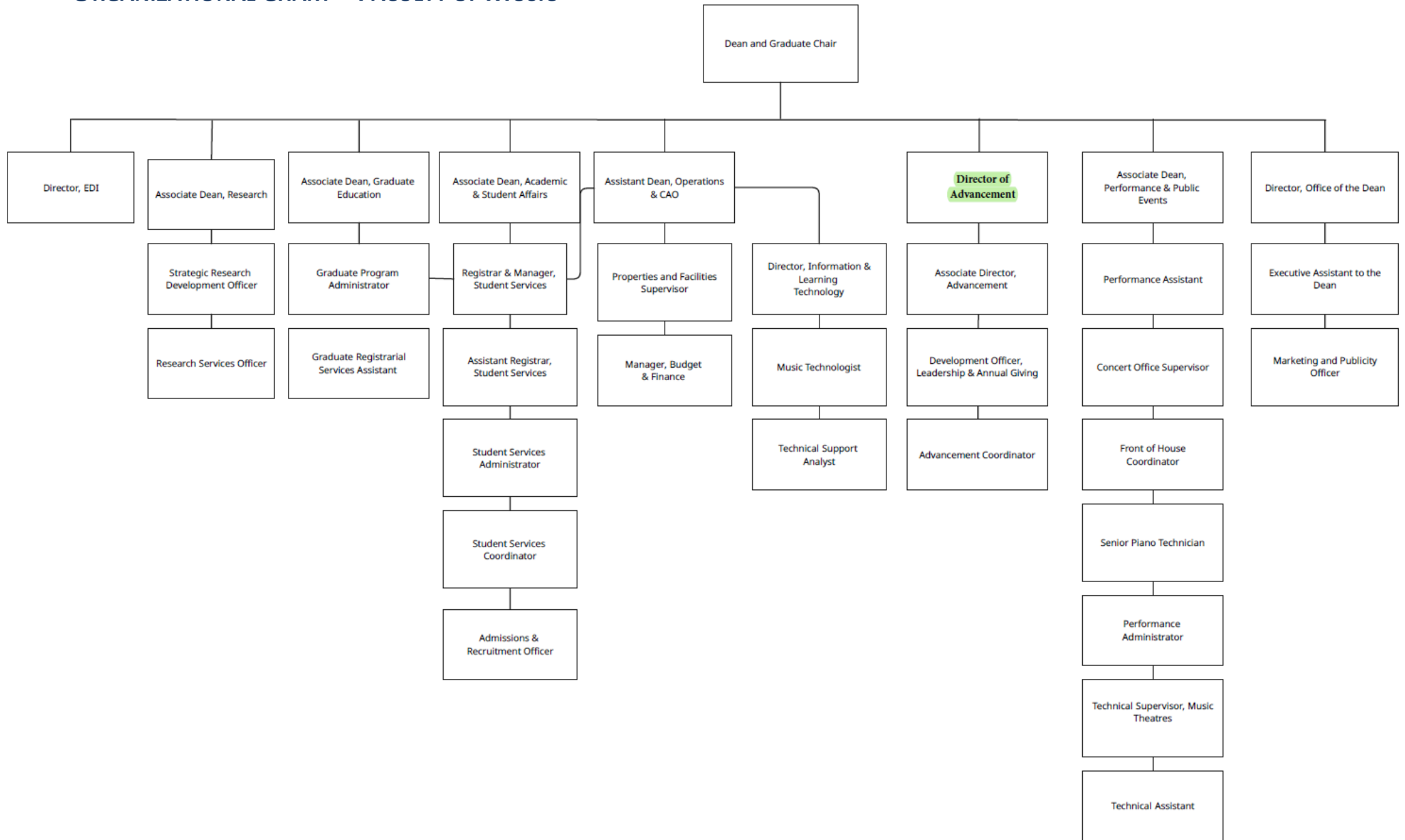
From 1999 to 2007, David served as President and Executive Director of the Royal Ontario Museum Board of Governors (originally the ROM Foundation) where he led Renaissance ROM—a transformational campaign that re-defined the Museum's financial resource base, its public brand, and its position as a major international cultural destination. From 1993 to 1999, David led a ground-breaking campaign for the University of Western Ontario's business school. These efforts resulted in it being renamed the Richard Ivey School of Business, ushering in a new era in professional-faculty fundraising in Canada.

David was recognized in 2011 with the Outstanding Fundraising Professional Award by the Association of Fundraising Professionals. In 2016 he was recognized with the Outstanding Achievement Award by the Canadian Council for the Advancement of Education.

David is a Senior Fellow of Massey College, an executive committee member of the National Council of Foundation Executives, a director of the Earth Rangers Foundation, and a former Trustee of the Council for Advancement and Support of Education (CASE). He earned his Master of Fine Arts in musicology from Princeton University and began his career as a Lecturer in the Faculty of Music at the University of Western Ontario, his undergraduate alma mater.

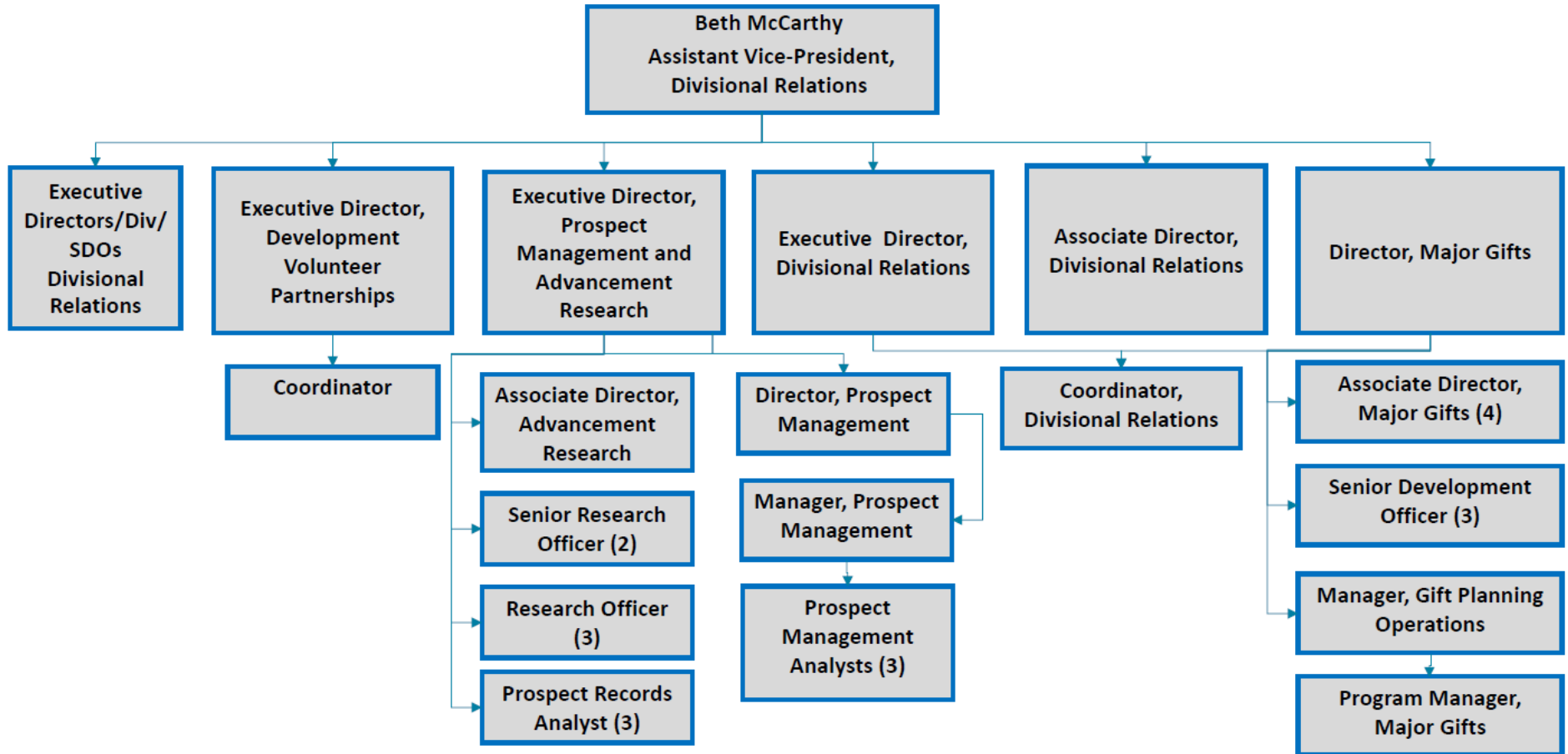


# ORGANIZATIONAL CHART – FACULTY OF MUSIC



# ORGANIZATIONAL CHART

## Divisional Relations, DUA Organizational Structure



## LIVING IN THE GREATER TORONTO AREA

Consistently ranked as one of the world's best and most livable cities, Toronto has a population of over 2.9 million residents, and is the most populous metropolitan area in Canada. Including surrounding communities in Vaughan, Peel, Durham, and Hamilton regions, the total population is closer to 9 million.

As Canada's economic capital, Toronto's leading economic sectors include finance, the arts, business services, telecommunications, medical research, education, tourism, sports, and publishing. A majority of Canada's corporations are headquartered in the Greater Toronto Area (GTA).



Recognized as one of the most multicultural and cosmopolitan cities in the world, the Greater Toronto Area (GTA) is a place where plurality and differences are embraced and celebrated. Thanks to a welcoming attitude towards immigration, more than 50% of the populace in the GTA was born outside of Canada, providing the city with a very international flavour.

Situated on the northwestern shore of Lake Ontario, Toronto has a moderate climate with four distinct seasons. Beyond the lakeside location and the availability of sailing, paddling, and beaches, outdoor enthusiasts love Toronto's hiking and biking trails, rivers, and natural areas. A vibrant arts and culture scene exists thanks to more than fifty ballet and dance companies, eleven opera companies, three symphony orchestras, several international film festivals, a host of theatres, and some amazing world-class museums and galleries.

