



UCC

UPPER CANADA COLLEGE



Senior Manager, Major Gifts

POSITION BRIEF





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FOR MORE INFORMATION

KCI (Ketchum Canada Inc.) has been retained to conduct this search on behalf of Upper Canada College. Interested advancement professionals are invited to contact Tara George at KCI Search + Talent via email at UCCMG@kcitalent.com.

Please send resume and letter of interest to the email address listed above by **January 5, 2023**.

For more info about working at UCC please visit: <https://www.ucc.on.ca/welcome/careers>

UCC is proud to be an Employer Partner of the Canadian Centre for Diversity and Inclusion (CCDI). This partnership provides our team with learning resources and is one part of our journey to embrace pluralism – celebrating differences, cherishing similarities, and giving voice to multiple perspectives.

Upper Canada College requires full vaccination for all eligible students and employees who will be accessing the campus for in-person learning and activities. In accordance with the Ontario Human Rights Code, exemptions will only be considered for defined medical conditions as determined by a clinician and/or for reasons of religion or creed. Candidates are asked to proactively identify if they require more information about policy-accepted exemptions. A Criminal Records Check and a Vulnerable Sector Check will be required for this position.



Senior Manager, Major Gifts

THE OPPORTUNITY

We are seeking another Senior Manager, Major Gifts to join UCC's Advancement team.

Reporting to the Associate Vice-Principal, Advancement, the Senior Manager will focus primarily on developing and executing cultivation and solicitation plans for priority major gift prospects, attentively managing each prospect through the major giving process. The Senior Manager, Major Gifts will be responsible for the development, planning, implementation, and evaluation/reporting of strategies for cultivation, solicitation and stewardship of potential major gift donor (donations of \$100,000 or more).

As part of the UCC Advancement team, the Senior Manager will work closely with colleagues to ensure donors and volunteers have an excellent experience that enriches their engagement with the school, helping to create enduring, high-value relationships with the College.

Please note that the hiring range for this position is \$80,000 - \$110,000 per annum, plus a wide range of benefits and perquisites that are available to all UCC employees.

ABOUT UPPER CANADA COLLEGE

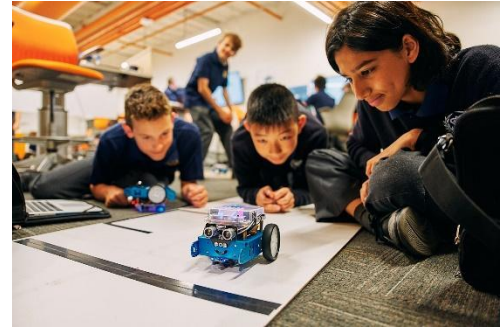
Upper Canada College's mission to deliver transformational learning experiences is supported by expert faculty, cutting-edge facilities, and wide-ranging co-curricular offerings. UCC is an [IB Continuum World School](#) with 1,200 students in Senior Kindergarten through Year 12, including 88 boarders from around the world.



Located in central Toronto on 35 acres of green space in central Toronto, Upper Canada College was founded in 1829. Our alumni community of more than 12,500 in 80+ countries includes leaders and innovators in politics, finance, arts, athletics, media and beyond. We are proud that approximately 20 per cent of UCC students receive financial assistance from the school's sector-leading program, with \$5 million available annually to Canadian students.

Our Vision: UCC values each boy and inspires him to be his best self. A UCC experience reflects the pluralism and promise of Canada, and identifies the College as a global leader in the education of boys.

Our Mission: Upper Canada College provides transformational learning experiences that foster the development of head, heart, and humanity and inspire each boy to make a lasting and positive impact on his world.



Our Values

Learning - Learning about oneself and the world is at the heart of a UCC education. Through a rigorous liberal education and programs of personal development, each boy gains an understanding of himself, strong and wide-ranging skills, and knowledge that prepares him for success and responsible citizenship. We strive for excellence and celebrate accomplishment, valuing learning as a journey and not a destination. At UCC, learning is an ongoing pursuit marked by curiosity, collaboration, persistence, and openness to feedback. As a community, we model a culture of learning and growth.

Pluralism - A UCC experience is about more than just an appreciation of diversity; it is about celebrating differences, cherishing similarities, and giving voice to multiple perspectives. Through an understanding and appreciation of pluralism we create a more inclusive community, and in turn, create a more just society where we work towards the common good.



Community - UCC's culture is characterized by teamwork, collaboration, mutual respect and a fundamental belief in our Vision and Mission. We appreciate and value each individual, fostering strong and trusting relationships throughout our community. We stand by each other, offering support and care, and we foster in our boys the very best characteristics of brotherhood.

Service - To honour Sir John Colborne's founding commitment to public purpose, UCC inspires boys to become service-oriented leaders who understand their unique qualities in relationship to others, have humility and empathy, and recognize their ability to positively influence change. At UCC we embrace the opportunity and responsibility to make a difference in our local and global communities.

Wellbeing - To foster individual and institutional wellbeing, UCC is committed to a learning and working environment that is safe, healthy, meaningful, engaging, and supportive. A UCC education equips each boy with the capabilities to develop the knowledge, self-awareness and strengths of character that enable lifelong resilience and allow him to flourish.





Strategic Directions: Towards 2029

Strategic Directions: *Towards 2029* sets the course for our preferred future, one that is driven by our renewed vision to inspire boys to be their best selves and grounded in our mission to provide transformational learning experiences. Our Strategic Directions reaffirm our foundational focus on educating boys in an exceptional day school and boarding environment, delivering a rigorous liberal education through the International Baccalaureate Programme, and ensuring financial accessibility for boys of the highest potential.

Our history of bold and progressive thinking has inspired UCC's renewed Strategic Directions—developed in extensive collaboration with our community. Three new goal pillars will guide our commitment to these strategic priorities and initiatives. They are Best Self—nurturing the unique combination of head, heart, and humanity in each boy; Flourishing Community—creating a vibrant school that values lifelong engagement; and Bold Future—embracing a culture of courage, striving for excellence, and advancing the common good.

This is a dynamic new agenda for UCC. It bolsters our commitment to deliver innovative teaching practices and learning outcomes, reflects the promise and pluralism of our global society, and supports the wellbeing of our boys, faculty, and staff. Our goals for the future are ambitious and exciting. We look forward to working with all members of the UCC community to achieve them, culminating in the extraordinary milestone of the College's bicentennial.

For more details, please visit: <https://towards2029.ucc.on.ca/>

UCC's Commitment to Pluralism

Education is critical to building an inclusive, just society. When we equip learners to challenge stereotypes, bias, and fear, and to understand their origins — and when we celebrate and support the identities of all in our community and make it safe for them to be themselves — we create true belonging.

To fully realize UCC's vision to reflect the pluralism and promise of Canada, and to fully live our pluralism value, we're implementing a multi-year strategy to foster a transformational learning environment where all students, employees and community members feel valued and that they truly belong.



The course we're charting is grounded in ongoing consultation, which to June 2021 has included more than 25 sessions involving close to 400 community members, as well as continuous dialogue, and the creation of a strategic planning committee with representation from across the College. Responding to our community's needs and to complex global challenges, the strategy aims to remove barriers and biases that impede belonging and inclusion, and to integrate a breadth of voices and experiences.

UCC's pluralism strategy comprises 56 initiatives and 163 related actions to be implemented over at least the next five years. It addresses eight anti-oppression categories: ableism; anti-racism; antisemitism; homophobia and transphobia; Indigenous reconciliation; anti-Muslim discrimination; sexism; and socio-economic discrimination.

Through our wide-ranging initiatives and actions, we're paving the way for positive change in seven specific categories across all aspects of College life: curriculum and pedagogy; students, programs, and support; people, organization, and professional development; admission; community; facilities and learning environments; and monitoring and evaluation.

Advancement @ UCC

The Advancement Team at Upper Canada College is collectively responsible for advancing the mission of the College through meaningful philanthropic relationships, community relations and communications.

Every dollar contributed supports the educational mission of UCC, whether by contributing to our sector-leading financial assistance program that enhances the accessibility, diversity and impact of the UCC experience for all students and supporting the ongoing development and excellence of our facilities, programs, and faculty, through to the provision of equipment and resources for teaching and learning, athletics, arts and culture.

The Advancement team is currently comprised of 22 staff organized in four units: Marketing & Communications, Community Relations, Advancement Operations, and Development. We work closely with faculty and staff across the School, and we also work very closely with alumni and parent volunteers.

KEY RESPONSIBILITIES

Revenue Generation & Relationship Building:

- Develop and strengthen lasting and meaningful relationships between assigned prospects and the College, with the goal of a successful solicitation and fulfilling stewardship outcomes, involving senior leaders, senior volunteers, and colleagues where appropriate to enhance and deepen the knowledge and investment of prospective donors in support of future generations of UCC students
- Develop individual prospect strategies, in collaboration with members of the advancement team, with the goal of maximizing opportunities to align philanthropic capacity with approved College priorities
- Maintain Raiser's Edge with up-to-date prospect strategies, meeting notes, and action plans for one's portfolio
- Prepare documentation and correspondence to support fundraising initiatives (e.g. briefing documents, cover letters, follow-up correspondence, and other communications materials)
- Where appropriate, work with the Community Engagement team to plan and coordinate events related to major gift fundraising activities

Program Administration:

- Monitor own activities to determine effectiveness vs. goals
- Assess current donor strategies, and develop new elements and revisions to attract new donors and to upgrade current donor giving
- In collaboration with database management colleagues, ensure integrity and security of the donor database

Stakeholder Relationships:

- Work with the Manager, Donor Relations to develop individualized, effective stewardship strategies and plans for assigned donor Provide support to the leadership team, staff and volunteers in planning and conducting fundraising activities, including identification, cultivation and solicitation of individual donors
- Monitor donor reports for changes, and identify areas potentially needing attention
- Support, track and report on the contributions of volunteers
- May serve as a mentor to students for International Baccalaureate (IB) continuum projects

KEY EXPERIENCE, KNOWLEDGE & COMPETENCIES

- Experience asking for major gifts and developing personalized proposals appropriate to the size of the gift and the needs of the prospective donor
- Completion of a recognized university degree or equivalent, with at least 3 to 5 years of experience in major gift fundraising in a not-for-profit setting
- Ability to collaborate effectively with school/college leadership, staff and volunteers in the identification of potential donor constituencies, and in the planning of fundraising initiatives and events
- Ability to engage with donors and potential donors in individual meetings and at larger school events

- Strong knowledge of theories, principles and best practices of major fundraising campaigns and initiatives in a not-for-profit setting, and particularly in the independent school sector
- Strong knowledge of theories, principles and best practices for effective donor cultivation and stewardship
- Proven understanding of principles and best practices of volunteer engagement and support
- Ability to identify, research and assess potential opportunity of prospects
- Ability to assess current fundraising strategy, identify opportunities for improvement, and recommend changes
- Knowledge of project management principles, processes and best practices
- Practical knowledge of standard desktop software, specialized donor databases, database analytics, and database reporting functions
- Willingness to adapt and change based on the unique and diverse needs of individuals
- Commitment to honesty, justice, fairness and equity
- Display humility and empathy, and recognize your ability to positively influence change
- Embrace the opportunity and responsibility to make a difference in your local and global communities

BIOGRAPHIES

Brendan Dellandrea, Vice-Principal, Advancement

Brendan Dellandrea joined UCC in May 2019 to lead and oversee all fundraising, stewardship, community relations, and internal and external marketing and communications activities on behalf of Upper Canada College and UCC Foundation.

Brendan is an experienced leader in advancement and strategy with a proven ability to foster innovation and excellence in academic environments. Most recently, he served as the Executive Director of Strategic Planning and Development in the Faculty of Communication and Design (FCAD) at Ryerson University, where he led the planning and execution of new academic, research, entrepreneurial and capital initiatives.

In this role, Dellandrea worked closely with the Dean of FCAD to advance Ryerson's mission and enhance its academic and research capabilities through securing public and private funding and support.

Prior to that, Brendan was Director of Marketing and Communications for Ryerson's Digital Media Zone (DMZ) and oversaw the transformation of the DMZ into a globally recognized business incubator and entrepreneurship program.

Brendan also brings extensive experience working with the University of Toronto, including directing digital strategy in support of U of T's successful Boundless campaign and working with alumni and donor communities to increase engagement and online giving.

An alumnus of UCC Class of 2001, Brendan holds an MBA from the Rotman School of Management and an Honours BA from the University of Toronto.



Aleksandar Zakonovic, Associate Vice-Principal, Advancement



Aleksandar has worked in the world of fundraising and development for 20+ years. He spent more than eight years in various roles at the United Way of Greater Toronto before he moved to the university sector where he held fundraising leadership roles with the Schulich School of Business at the York University, the Rotman School of Management at the University of Toronto and Ryerson University. At Upper Canada College as the AVP, Advancement, Aleksandar oversees a team of dedicated professionals who are tasked with maintaining existing and initiating new lifelong relationships with individual supporters.

ORGANIZATIONAL CHART

