

# Candidate Brief



THE UNIVERSITY OF BRITISH COLUMBIA

Senior Director, Faculty of Pharmaceutical Sciences

July 2023



**The University of British Columbia consistently ranks among the top 20 public universities globally. We're ready to move the world forward and we want you to be a part of it.**

The Faculty of Pharmaceutical Sciences' international reputation in education, innovation, and research in pharmacy and the pharmaceutical sciences attracts close to 1,000 undergraduate students each year, and we train more than 100 graduate students and postdoctoral fellows.

Our suite of academic programs prepares students for a wide variety of careers in the pharmaceutical, biotechnology, and related sectors. Research in the Faculty is designed for impact resulting in a wide spectrum of health support and improved outcomes of drug treatments.

The Faculty has the sole mandate in BC to train people to be pharmacists and it also takes a lead in developing and implementing new models of pharmacy practice and team-based health care.

Our 7,000+ alumni have established themselves as successful pharmacists, scientists, teachers, entrepreneurs, leaders, and innovators the world over.

The pharmacists of today are more than drug therapy experts—they are hands-on health care practitioners with an expanded scope of practice and an array of clinical skills to assess and counsel patients in a holistic and integrated way. They are now playing such a critical role in public health, that ranges from the delivery of vaccines and renewal of common prescriptions to a critical role in supporting a growing and aging population.

**What happens here has the power to change everything.**

*We invite you to consider an exciting leadership opportunity that will help propel our vision at the UBC Faculty of Pharmaceutical Sciences forward.*

**The Senior Director, Development and Alumni Engagement** will play a crucial role in shaping and leading the Faculty's long-term strategy. Their main objective will be to successfully achieve fundraising priorities by raising over \$3 million annually, which includes assuming a leadership position in FORWARD, the campaign for UBC, and developing an engagement program for our expanding community of alumni.

Reporting jointly to, and partnering closely with, the Dean of the Faculty and the Executive Director, Development, the Senior Director will cultivate relationships with academic and administrative leaders, leverage and galvanize a dynamic group of new faculty hires, and onboard a new Dean next year.

### **An exciting time to join the Faculty**

- Post-pandemic upsurge in interest in pharmaceutical science.
- A chance to push the status quo with creative development and engagement techniques.
- Ownership of a development and alumni engagement strategy in a unique and compelling faculty.
- Make a mark in one of Canada's largest-ever post-secondary advancement campaigns.

### **For more information & to apply**

To apply or learn more, please contact the University's search partner, Christoph Clodius at The Discovery Group, at [christoph@thediscoverygroup.ca](mailto:christoph@thediscoverygroup.ca).

Deadline: Submissions will be reviewed on an ongoing basis, so please reach out as soon as possible.

Compensation, Perquisites and Flexible Hours: UBC's benefits plans are designed with the continuing health and wellbeing of our staff, faculty, and their families in mind. Examples of UBC staff benefits include a generous vacation package, extended health and dental coverage, a health spending account, enrolment in UBC's pension plan, tuition waivers on UBC courses, counselling, family support services, and much more.

The Senior Director's compensation range is between \$103,110 and \$162,139, with a hiring target of \$129,710. (note that with a new AAPS agreement being finalized, compensation will be adjusted upwards for the new pay scale once the agreement is ratified).

The incumbent is expected to be on campus three days a week, with some flexibility based on the needs of the role and the Faculty's culture.

Equity: Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

[View full job description.](#)

## ABOUT THE FACULTY OF PHARMACEUTICAL SCIENCES

UBC's is one of the leading schools of pharmacy and the pharmaceutical sciences in the world; our expert researchers work at the leading edge of their fields, whether it be in foundational science, health systems and policy, or pharmacy practice.

### *Vision:*

- To be a catalyst for change in pharmacy practice and the pharmaceutical sciences.

### *Purpose:*

- We are innovators in pharmacy education, research, and practice, with the goal of supporting the optimization of drug therapy in the pursuit of improved patient outcomes.



### *Commitments:*

- We support our people, creating a community that enables excellence through collective action.
- We seek novel ideas, putting into practice those with the greatest scope for sustained impact.
- We search for relevant connections, fostering meaningful collaborations that provide mutual benefit.

The Faculty's academic programs span the full continuum of learning from undergraduate studies, professional clinical programs, and specialized graduate-level training through to continuing education. We are committed to best practices in teaching, combining state-of-the-art learning technology in an [award-winning learning and research facility](#) and, an innovative, forward-thinking approach to delivering curriculum.

Whether just starting out, planning a career in research, or have been practising for decades, UBC Pharm Sci offers the environment, training, and expertise to keep learners out in front of this rewarding, evolving discipline.

## Fundraising Priorities

Our dedicated team of four have been building relationships with donors, alumni, foundations, and corporations to raise the funding that is essential to our work. Corporate sponsors including Pfizer, Merck, GSKplc., London Drugs and Shoppers Drug Mart, and alumni donors have supported graduate training programs, helped us purchase Human Patient Simulation equipment and have endowed awards for Indigenous and Black students.

Looking ahead, campaign priorities include a community pharmacy focus, funding for a new Bachelor of Pharmaceutical Sciences program, pharmacometrics, drug metabolism and pharmacokinetics research and graduate training, and a summer undergraduate program to enhance research for under-served population.

## Strategic plan 2023–2026: catalyst for change 2.0

Our strategic plan focuses on aspirations, commitments, and goals for the coming years with a focus on inclusion, collaboration, and innovation. These guiding principles inform actions and decisions across the Faculty:

1. We support our people, creating a diverse and inclusive community that enables excellence through collective action.
2. We foster an environment that promotes teaching, learning, and the development and translation of knowledge.
3. We work with partners to advance the role of pharmacists across the health care system.
4. We extend access for equity-deserving communities of learners, faculty and staff, and patients.
5. We seek novel ideas, putting into practice those with the greatest scope for sustained impact.

Our four fundamental priorities are: People & Place, Education, Research, and Practice. The first of these underpins everything we do. And while each priority has distinct opportunities, challenges, and stakeholders, all priorities are integrally linked, and none can be pursued in isolation of the others.

To see the whole plan, see [https://pharmsci.ubc.ca/sites/default/files/2023-01/catalyst\\_2.0\\_strategic\\_plan\\_2023-2026\\_ubcps.pdf](https://pharmsci.ubc.ca/sites/default/files/2023-01/catalyst_2.0_strategic_plan_2023-2026_ubcps.pdf)



Equity, Diversity, Inclusion, and Indigeneity:

The Faculty of Pharmaceutical Sciences supports an environment that promotes and values respect, reciprocity, opportunity, equity, diversity, and inclusion. We are committed to ensuring people's rights are respected by listening to and learning from different perspectives and ensuring that the principles of equity, diversity and inclusion are at the core of who we are in the Faculty of Pharmaceutical Sciences.

To further advance UBC's Inclusion Action Plan, Indigenous Strategic Plan and Anti-Racism and Inclusive Excellence Task Force Final Report, our Faculty's Strategic Plan

takes an integrated approach to support expanded access to both education and healthcare within underserved communities.

For more information about the Faculty, please see <https://pharmsci.ubc.ca>

## ABOUT UBC

Established in 1908, UBC is a publicly supported, medical-doctoral university. It is a global centre for research and teaching, consistently ranked among the top 20 public universities in the world. Since 1915, UBC's West Coast spirit has embraced innovation and challenged the status quo. Its entrepreneurial perspective encourages students, staff, and faculty to challenge convention, lead discovery and explore new ways of learning. At UBC, bold thinking is given a place to develop into ideas that can change the world.





UBC is home to 65,000 students, including 18,283 international students from 162 countries enrolled in undergraduate and graduate programs. These students are supported by nearly 18,000 faculty and staff on UBC's two main campuses in Vancouver and Kelowna.

UBC's annual budget is approximately \$3 billion, and the university received \$672 million in research funding. The endowment fund totals approximately \$2.5 billion and ranks as one of the largest endowment funds among Canadian universities.

UBC is recognized widely for its achievements. World university rankings recognize UBC for its excellence in teaching and research as well as its global impact. The most established and influential ranking all consistently place UBC in the top five per cent of universities in the world. The *Times Higher Education* (THE) ranks UBC second in Canada overall and 47<sup>th</sup> globally out of more than 1,115 participating institutions from 94 countries, based on its contributions through research, outreach and stewardship.

The Vancouver campus boasts some of the city's best attractions and recreation facilities, including the Museum of Anthropology, the Chan Centre for the Performing Arts, the UBC Botanical Garden and Beaty Biodiversity Museum and endless opportunities to explore forested trails in the adjoining 763-hectare Pacific Spirit Regional Park.



For more information, please visit:  
<http://www.ubc.ca/>



## DEVELOPMENT & ALUMNI ENGAGEMENT (DAE) AT UBC

UBC's DAE office upholds the university's vision and values by fostering engagement with alumni and friends and by connecting donors to projects and causes that allow them to translate their passions into meaningful action.

DAE is one of the leading advancement teams in Canada and the development team in DAE is considered one of the leading fundraising teams in the country. With over 300 employees, DAE currently raises over \$200 million and engages over 86,000 alumni annually.

UBC just launched the most ambitious campaign in UBC history. FORWARD, the campaign for UBC, will raise \$3 billion and activate the power of our global alumni by doubling alumni engagement. The campaign will benefit research, teaching and learning across both the Vancouver and Okanagan campuses in three key areas—advancing healthy lives, creating solutions for the planet, and shaping thriving societies. To learn more about FORWARD, see <https://give.ubc.ca/forward/>

**DAE Purpose:** Inspiring engagement and philanthropy to advance UBC's pursuit of excellence.

**DAE Vision:** To be a bold, world leading and highly accomplished development and alumni engagement program.

### DAE Values

- **Excellence:** The quality of striving to be, and being, outstanding,
- **Integrity:** The quality of being honest, ethical, and truthful,



- **Respect:** Regard, felt or shown towards different people, ideas, and actions,
- **Accountability:** Being responsible for our conduct and actions and delivering upon our respective and reciprocal commitments,
- **Communication:** Act of sharing information to promote common understanding,
- **Collaboration:** When we work together, we amplify our success.
- **Inclusion:** Embedding equity, diversity and inclusion across systems and structures.

### DAE Guiding Principles

- We are guided and inspired by UBC's purpose and vision,
- We strive to provide an exceptional stakeholder experience,
- We align alumni engagement and development to achieve sustainable success,
- We encourage creative ideas and innovative approaches,
- We recognize and celebrate the successes of our portfolio and team members,
- We value the diversity of our staff,
- We collaborate purposefully and pursue strategic partnerships,
- We invest in the development and professional growth of staff,
- We foster an inclusive, healthy, dynamic, and warm environment based on trust, respect, and care for each other.

**The new Senior Director will ideally possess:**

- Significant fundraising experience with a record of progressive accomplishment and demonstrated ability in developing, implementing, and managing successful fundraising initiatives and managing high performing teams.
- A proven track record of executing large fundraising initiatives and major gift success in a sophisticated and complex environment, ideally in post-secondary education.
- Demonstrated knowledge of current and emerging trends in philanthropy, with a particular sense of Canada's academic landscape.
- A passion for science and health care, therefore a background in the sciences is helpful. The ability to translate complex scientific concepts to various audiences.
- Demonstrated understanding of the principles of EDI and commitment to engaging with these initiatives; a track record of success in moving forward these agendas in meaningful and impactful ways.
- Demonstrated high level of political acumen, perception, integrity, discretion and tact.
- A highly collaborative nature, and the ability to lead, direct, and manage up and across.
- Ability to pivot and adapt to changing circumstances, audiences, and needs.
- Skilled decision-making, including the ability to make decisions with the appropriate level of consultation and transparency expected in an academic institution.
- Demonstrated ability to fluidly lead, mentor, coach and manage staff to meet organizational goals; expertise in change management to encourage teamwork and collaboration.
- Ability to meet deadlines and manage competing priorities.
- Exceptional interpersonal skills, including strong storytelling abilities and comfort communicating persuasively.
- Curiosity, initiative and, enthusiasm for the Faculty's work and the ability to find solutions where they may not be immediately apparent.
- Persistence and assertiveness to keep forward momentum and progress; proactive, and a strong inclination towards action.
- A post-secondary degree is strongly preferred, or an equivalent combination of education, training, and experience.
- Ability to travel both for local donor and alumnae meetings, as well as nationally and internationally as needed.

**Leadership Biography:** Dee Dee Sung, Executive Director

Dee Dee is a collaborative leader with over 20 years progressive experience in the public and private sectors, as well as in higher education. Currently serving as Executive Director, Development for UBC Development & Alumni Engagement, she has been a collaborative leader for over 20 years with progressive experience in the social profit and private sectors.

With her extensive experience in fundraising, she has been recognized for building long-term business and donor relationships. As a certified leadership coach, Dee Dee specializes in working with emerging and senior leaders in the areas of strategic thinking, performance optimization, personal development and maintaining work life harmony.

Dee Dee's previous roles at UBC include Director & Executive Coach with UBC's Academic Leadership Development Program, Director, Gift & Estate Planning, and Assistant Dean, DAE, Faculty of Education. She has also held leadership roles at SFU and the BC Mental Health Foundation.

As a third generation Chinese Canadian, Dee Dee is committed to diversity, equity, inclusion and to being in service to community. She previously served on the board of the ARC Foundation, a recognized innovator in SOGI-inclusive education, and as Board Chair of the Saint James Music Academy whose mission is to bring social transformation through the power and love of music to children in Vancouver's Downtown Eastside. She has also served on committees and contributed to the work of The Minerva Foundation for BC Women, The Canadian Association of Gift Planners, and the SFU Mentors in Business Program.

Ms. Sung holds a Bachelor of Arts from the University of British Columbia and a Master of Business Administration from Simon Fraser University as well as certifications in Organizational Coaching, Non-Profit Governance Essentials, and Fundraising Management.

## JOB DESCRIPTION

The Senior Director, Development & Alumni Engagement is responsible for leading the execution of the long-term strategy for Development & Alumni Engagement in the Faculty of Education. The Senior Director, is accountable for formulating and executing short and intermediate plans, ensuring alignment with the Faculty as well as with UBC's overall DAE strategy. The Senior Director is also expected to ensure continued growth of the DAE program and to maximize operational efficiencies and resource development activity to cultivate exceptional stakeholder and employee satisfaction.

## ORGANIZATIONAL STATUS

Reporting jointly to the Executive Director, DAE and the Dean, Faculty of Pharmaceutical Sciences, the SD has primary accountability for Faculty Development and as such is responsible for developing strong working relationships with:

- Donors, alumni, outside community group leaders and corporate executives,
- Key stakeholders, strategic partners, and senior University administration such as the University President,
- Senior management within DAE as well as other related disciplines (i.e.: AVP and VP level),
- the Dean and senior management of the faculty,
- DAE peers and direct reports, and,
- UBC faculty and staff involved with DAE activities.

## WORK PERFORMED

1. To develop and operationalize Development strategies for the Faculty DAE program and to ensure the Faculty as well as UBC meets strategic objectives.
  - Formulates and executes short and intermediate term strategies for the Faculty DAE program, fundraising \$2.5 million,
  - Ensures strategies are concretely linked to the Faculty and UBC's long-term strategy,
  - Manages program growth leading to the successful fulfillment of strategic objectives,
  - Ensures solicitation conversion rates attained at the industry measured norms and that gift conversion rates will have a low composition of revocable gifts and a high pledge fulfillment rate,
  - Provides fundraising advice and strategy to senior University administration and faculty,
  - Assesses donor interests and creates a donor appropriate plan,

- Manages the human, financial and operational objectives of the Faculty DAE program including:
    - Developing and implementing a comprehensive plan for identifying, cultivating, and stewarding major gift prospects and donors as well as for implementing major gift strategies (e.g., strategies range from a minimum of \$50,000 up to multi-million gifts),
    - Coaching and motivating staff and volunteers to achieve Faculty objectives (e.g., fundraising goals),
    - Understanding and successfully navigating the philanthropic industry (i.e., locally, regionally, and globally),
    - Contributing to the DAE's objective to maximize private support for the University,
    - Developing and implementing a targeted donor communications, recognition, and stewardship program, and,
    - Developing proposals for key fundraising initiatives and priority projects as appropriate.
  - Formulates the annual operating budgets for the Faculty consistent with UBC's established financial guidelines and business planning process,
  - Implements DAE and UBC related processes, policies, systems, and practices within the Faculty that maximize operational efficiencies and competitive advantage,
  - Oversees the delivery of alumni activities / objectives that impact the success of the program, and,
  - Responsible for personally developing and managing a major gifts portfolio in support of funding priorities and meeting fundraising goals.
2. To lead and manage a team responsible for executing the Faculty's Development strategy.
- Identifies strategies and key performance goals and acts as an advisor to direct reports (as well as supporting staff and volunteers); works to overcome challenges and barriers and minimize risk,
  - Sets performance targets and measures, monitors, and manages overall performance of the program and direct reports,
  - Ensures there is a comprehensive and effective succession management strategy in place for the Faculty,
  - Identifies succession role requirements and high potential talent and actively develops key talent,
  - Builds the capabilities of the team to enhance ability to achieve financial and operating strategy; hires appropriately, leverages the talents of the function, and takes corrective action where necessary, and



- Commits to building a culture of belonging and respect,
- Other duties as required, within the classification of this position.

### CONSEQUENCE OF ERROR/JUDGMENT

- Position is considered high profile for the Faculty and is a critical point of contact for donors, alumni, community leaders, staff, volunteers, and strategic partners as well as for UBC senior management, executives, and key University administration as it relates to Development and alumni activities,
- Decisions and recommendations have a direct and significant impact (i.e., fiscally, legally as well as reputational) on the success of the Development activities as well as the DAE department as a whole and the reputation of the University,
- Work is highly complex and involves a high degree of independent judgment,
- Work involves non-routine situations where established procedures do not always apply and problem resolution requires making modifications to existing processes, approaches, or methodologies,
- Incorrect interpretation or communication of University policy and procedures or lack of tact, diplomacy or sensitivity when dealing with donors, alumni, the external community, or senior administrators will negatively impact working relationships and may lead to the loss of a donation and / or reputation, and,
- The incumbent participates in decisions concerning the planning, organization and utilization of staff, staff selection and job performance reviews.