



# UNIVERSITY OF TORONTO

## FACULTY OF LAW

### Assistant Dean, Advancement

### University of Toronto, Faculty of Law

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#### THE OPPORTUNITY

This is an exciting opportunity to lead Advancement initiatives at the top Law School in Canada amid the University of Toronto's landmark Defy Gravity Campaign.

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.

**Defy Gravity: The Campaign for the University of Toronto** is harnessing the power of our global community, including over 10,000 alumni, 600 students, more than 500 full-time faculty, 60 adjunct faculty, 8 to 15 distinguished visiting faculty and approximately 88 staff in the Faculty of Law who are helping to fuel this vital work.

The Assistant Dean, Advancement will lead and manage the Faculty of Law's advancement programs with the goals of increasing fundraising revenues and alumni engagement in support of the Faculty of Law's highest academic and institutional priorities.

The Assistant Dean, Advancement will be responsible for the development and execution of advancement plans and strategies to accomplish divisional fundraising and alumni engagement goals, as well as the related personal and team goals. Accountable to the Dean and VP, Advancement on the development and fulfillment of Law's advancement plans and strategies that support Law's academic mission, the Assistant Dean, Advancement will ensure alignment with and accountability to University-wide standards, guidelines, and procedures that protect academic integrity and promote best practices, excellence, and equity in advancement.

Working closely with the Dean and other colleagues, the Assistant Dean, Advancement will authentically articulate the essence of the Faculty's ambitions for potential supporters. The role encompasses significant cultivation, network building, and engagement efforts, in collaboration with the Advancement team and other colleagues in the Faculty of Law and across the University of Toronto.

**REPORTING RELATIONSHIP:** The Assistant Dean, Advancement will report jointly to the Dean of the Faculty of Law, and to the Vice President, Advancement through the Assistant Vice President, Divisional Relations. The Assistant Dean will be a member of the Dean's senior executive committee and a member of the Vice-President, Advancement's University-wide Senior Advancement Leadership Team.

**WORK LOCATION:** The Assistant Dean's office is located in Flavelle House, attached to the Jackman Law building on the St. George Campus. Typically, staff work in the office for a minimum of three days

per week, as the in-person engagement with students, faculty and other staff is critically important to collaboration and a sense of community.

**COMPENSATION:** This position is rated as a 2AP (Advancement Professional) level and has a broad-based salary range of \$120,920 to \$241,839. The target hiring salary range for this role is \$190,000 to \$230,000 per annum, plus a potential annual bonus of up to 10%. A full range of pension and benefits are also provided, and further information about U of T benefits can be found at <https://hrandequity.utoronto.ca/careers/benefits/>

## ABOUT THE UNIVERSITY OF TORONTO

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 almost 100,000 registered students enrolled in over 700 undergraduate programs and more than 200 graduate programs across three campuses, along with nearly 25,000 faculty, staff and librarians, and more than 680,000 alumni in over 180 countries and regions.

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 21<sup>st</sup> in the most recent annual Times Higher Education World Reputation Rankings, and 21<sup>st</sup> in the QS World University Rankings. The University of Toronto is also 1<sup>st</sup> in Canada in the research-focused Academic Ranking of World Universities.

Established in 1827, the University has an operating budget of \$3.36 billion. 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 Greater Toronto's Top Employers 2024 for the 18th consecutive year, one of Canada's Greenest Employers (2024), and one of Canada's Best Diversity Employers (2024). 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 LAW

The Faculty of Law at the University of Toronto is built on a strong historical foundation of leadership, innovation, and a bold willingness to take risks. Established in 1887, it is one of the oldest professional Faculties at the University of Toronto. However, it wasn't until 1949 that the blueprint for the modern law school was drafted.

Today, it is one of the world's great law schools, ranking first in Canada and amongst the top 25 law schools globally. A dynamic academic and social community, our Faculty of Law has 50 full-time faculty

members and up to a dozen distinguished short-term visiting professors from the world's leading law schools, as well as 600 undergraduate and graduate students. The Faculty of Law's rich academic programs are complemented by its many legal clinics and public interest programs, and its close links to the Faculty's more than 10,000 alumni, who enjoy rewarding careers in every sector of Canadian society as well as abroad and remain involved in many aspects of life at the law school.

Housed in the elegant, state-of-the-art new Jackman Law Building and historic Flavelle House and Falconer Hall, the Faculty is located in the heart of the city on the University of Toronto's downtown campus, right next to the Royal Ontario Museum and subway station. The law school is self-contained with its own class and seminar rooms, law library, faculty and student association offices.

## **ADVANCEMENT @ UNIVERSITY OF TORONTO**

The Division of University Advancement (DUA) promotes and supports the University of Toronto by engaging a worldwide community of almost 680,000 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 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; 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 the University of Toronto along an axis of differentiation and excellence.*

## **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](#)

## **ADVANCEMENT & CAMPAIGN IN THE FACULTY OF LAW**

Law guides and supports virtually everything human societies do, at the local, national and global levels. Today, U of T Law continues to educate future leaders who help create a dynamic, resilient, and equitable world.

U of T Law combines a steadfast commitment to our core areas of strength in business law, corporate governance, and law and philosophy with a vision for the Faculty that is anchored in our desire to be at the centre of our changing world, providing concrete solutions and expertise society needs. A legal education at U of T provides students with both the intellectual skills necessary to lead in today's rapidly changing world and the knowledge that they have the capacity and responsibility to contribute to the public good.

Our alumni are known leaders in their fields and beyond — across Canada and around the globe. For over 70 years, we have celebrated the changemakers and policy frontrunners who have gone on to practice in all levels of government in Canada or guide large multinational organizations. We are the place where leaders emerge.

More than any other law school, our alumni occupy positions of authority in Canada, including managing partners of leading law firms, justices of the highest courts, Prime Ministers, Premiers, Senators, Mayors and influential leaders in the public sector, social justice and global corporations.

We believe that an outstanding law school is one that demonstrates extensive public engagement with a broad cross-section of society, and a strong commitment to social responsibility in local and global communities. Our commitment to excellence is animated by the conviction that diversity of thinking and lived experience, are key drivers of excellence and enhances our ability to make positive contributions. That is why our vision is one of inclusive excellence.

Given our role in training future professionals and scholars, we are determined to:

- Ensure access and support for students from diverse backgrounds.
- Increase the diversity of our Faculty complement.
- Develop a curriculum that reflects our commitment to reconciliation, and actively engages with issues of inequality in the justice system.

We intend to cement and augment our role as a focal point for debate on national issues and as a hub for the globally-minded thinking that will be crucial for the future of our societies and the planet. By harnessing our strengths and contributing to intellectual leadership focused on the greatest challenges we are facing as a society, U of T Law will *defy gravity*.

Our team of 10 Advancement professionals works closely with one another, with administrative and faculty leaders, and with alumni and donors to help turn this vision for U of T Law into reality. Our efforts are focused on engagement with our 10,000+ living alumni and with donors who want to make a difference to our students, our research, and to public good in Canada and around the world.

U of T Law has set ambitious campaign targets, including a goal to fundraise \$100 million. Fundraising priorities at U of T law include student financial assistance; increased graduate student funding at the PhD level; JD fellowships; named chairs for several key areas of focus; and funding for Innovation Law, the International Human Rights Program, and the Future of Law Lab (including naming, Director's Funds, fellowships, research, and post-doctoral funding).

The Faculty is also focused on Alumni engagement, with goals that include engaging 550 alumni for the first time each year, as well as continuing and deepening engagement with Alumni who are already involved with U of T Law.

## ADDITIONAL INFORMATION

- [About the Law School](#)
- [Faculty Blog](#)
- [Centres & Programs](#)
- [Legal Clinics](#)
- [Faculty & Staff](#)
- [Faculty Chairholders](#)
- [Student Life & Services](#)
- [Mentorship & Peer Programs](#)
- [U of T Law Alumni](#)
- [Giving to U of T Law](#)
- [Defy Gravity Campaign – Lawyers & Leaders for a Changing World](#)
- [President's Welcome](#)
- [Inclusion at U of T](#)
- [U of T News](#)
- [U of T Magazine](#)
- [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](#)
- [Division of University Advancement](#)
- [Chancellors' Circle of Benefactors](#)

## THE ROLE: ASSISTANT DEAN, ADVANCEMENT, FACULTY OF LAW

### KEY RESPONSIBILITIES

- Develop, lead, and implement annual and multi-year plans and strategies to achieve transformational growth in lifting the Faculty of Law's overall fundraising and alumni engagement results and to advance Law'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 Law's goals and to build Law'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 Law's academic leadership to translate academic priorities into compelling funding propositions and alumni engagement propositions that create opportunities to advance the Faculty of Law's academic, institutional, and strategic priorities, both within the immediate community of the Faculty of Law's alumni, friends, and partners and among broader national and international constituencies.
- Represent the Faculty of Law'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 Law'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 take full advantage of the broad range of DUA services and supports for the benefit of the Faculty of Law's advancement programs.

## MAJOR ACTIVITIES

### Strategic Leadership and Management

- Leads Faculty of Law's advancement functions, ensuring the alignment of Law's development and alumni activities with its academic and institutional priorities and with University-wide advancement initiatives and Provostial and Governing Council guidelines, policies and best practices.
- In close collaboration with the Dean, senior academic leadership of the Faculty of Law, and senior advancement leadership within the DUA, develops and implements strategies, initiatives, campaigns, and annual business plans that integrate development and alumni engagement activities and that advance the Faculty of Law's overall academic mission.
- Develops multi-year campaign strategies that frame the Faculty of Law's unique strengths and opportunities, align with University-wide campaign structures and practices, integrate alumni and development strategies, maximize support, and rally Law's community around a compelling vision for the Faculty's longer-term aspirations and goals.
- Directs the Faculty of Law's advancement staff, implementing measures to develop and maintain a strong team environment and a goal-oriented and evaluative approach to all advancement activities.
- Oversees the development, implementation and management of the departmental budget and ensures that all HR and appointment practices comply with University policies and guidelines.
- Provides input and advice to the Dean and the Faculty of Law's Executive Team with respect to advancement implications of campus projects, initiatives and priorities. Advances community building and outreach activity as an executive committee representative of the campus by attending events, speaking engagements, and advancing the Dean'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 the Faculty of Law on important forums and works to ensure that University-wide initiatives appropriately recognize the distinctive nature of the Faculty of Law's identity and requirements.

### Development

- Prepares an annual development plan outlining the Faculty of Law's advancement goals, priorities and objectives. Establishes fundraising priorities and goals in conjunction with various stakeholders both within the faculty and within the DUA and ensures that goals are achieved.
- Working in close collaboration with the University's Prospect Management office, oversees the management of major gift prospects on the campus, ensuring gift officers have strong prospect portfolios and supports that enable them to meet University-wide major gift performance standards, and ensuring major gift prospects enjoy tailored cultivation and stewardship strategies that are designed to enhance their interest and involvement in the Faculty of Law and the wider University and to maximize their satisfaction and giving over time.
- Defines goals and desired outcomes for the incumbent's own major gift prospect portfolio; identifies, cultivates and solicits prospective donors, and effectively stewards all donors.
- Oversees the design and implementation of an overall donor relations program that complements other University initiatives while focusing on stewardship of all donors to the Faculty of Law. Ensures the coordination of the recognition of donors at all levels pursuant to University guidelines for stewardship.

- Recruits strategic volunteer leadership and manages volunteer committees established to support the Faculty of Law'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 Law's donor community.
- Ensures that Law'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.
- Establishes the infrastructure to support the needs and aspirations of the Faculty of Law's academic units within Law's overall advancement strategy and annual plan. Advises Chairs and Directors on strategic plans and policies relating to advancement and ensures the development and implementation of appropriate, effective and coordinated programs at the departmental level.
- Works with senior academic leaders and their faculty to advance prospects and steward donors.
- Oversees the gift planning activity for the faculty, ensuring that the program is fully functional.
- Maintains communications with key stakeholders (departments, alumni, and students) on development strategies, activities and achievements.

### **Alumni Relations**

- Oversees the development and implementation of the Faculty of Law's alumni relations activities, ensuring consistency with Law'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's Directors of Business Analytics and Alumni Engagement Metrics, oversees the development of plans and strategies in support of both acquisition and deepening alumni engagement. Actively collaborates with the DUA Alumni Relations Program and Services team on the evolution and continuous improvement of alumni engagement strategies and aligns these efforts to support philanthropic goals.
- Ensures close collaboration of the Faculty of Law with DUA alumni staff on University-wide alumni programs through a functional dotted line reporting relationship between the Faculty of Law's senior alumni relations professional and the DUA's AVP Alumni Relations.
- Selectively builds relationships with high-profile or highly motivated alumni. Ensures the development of effective volunteer identification and recruitment programs to develop resources for various Faculty of Law needs.
- Works 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 ensures that the Faculty of Law's engagement data is recorded in University-wide systems.

### **Advancement Communications**

- Oversees the development and implementation of the Faculty of Law's advancement communications strategies and alignment of all messaging with Law's overall communications priorities.
- Works 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 Law's unique strengths and opportunities.



## **Operations and Finance**

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

## **Human Resources Management**

- Full managerial authority over the staff in the work unit/department.
- Manages staff to ensure work is completed on schedule and standards and policies are followed.
- Defines roles and responsibilities of staff, based on understanding of individual skills and project requirements.
- Plans strategically for and defines the organizational structure of the Unit/Department including the kinds of equipment used, the methods and techniques of work, the work assignments, duties and responsibilities of positions and the classifications and qualifications of positions as well as other management rights contained in appropriate collective agreements.
- Implement changes to the organizational structure, including organizational change, hiring, layoff, demotions, and creating and eliminating positions.
- Assigns tasks to staff based on an understanding of needs and availability of resources.
- Approves the work of staff to ensure quality of work.
- Develops plans and work processes for department projects based on an understanding of project requirements and timelines.
- Guides department staff by providing the necessary direction and training to complete department/project work, based on knowledge of department procedures and specialized expertise.
- Recommends training courses, seminars and conferences for staff to update and enhance their skills and knowledge.
- Resolves technical problems and staff-related issues that arise during department/project work on a timely basis, to ensure work can be completed with minimal delay.
- Hires staff based on an assessment of candidates and an understanding of the department's needs.
- Discusses performance with employees to provide feedback and address performance-related issues as part of the employee development process.
- Disciplines employees where necessary and appropriate.
- Evaluates employee performance based on assessment of individual's work and achievement of performance goals.
- Determines appropriate salary adjustments for employees based on performance and organization salary structure.
- Terminates employment for cause or as a result of organization restructuring.
- Consults with HR when dealing with serious issues that affect employment relationships.
- Mediates conflict between staff members supervised.
- Discusses informal complaints and step 1 - 3 grievances from unionized staff with employees, Human Resources and Labour Relations.
- Resolves informal complaints from unionized staff, in consultation with Human Resources and Labour Relations.
- Determines appropriate disposition of the grievance, in consultation with Human Resources and Labour Relations, based on knowledge of collective agreements and labour relations procedures.
- Provides documentation and information to legal counsel in preparation for grievance arbitration hearings.

- Presents evidence at arbitration hearings on behalf of management where unionized staff is involved.
- Recommends exceptional pay adjustments for unionized staff based on evaluation of performance.
- Provide leadership to the department that meets University expectations and commitments including ensuring the workplace is safe and harassment-free.

### **Other Responsibilities**

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

## **REQUIRED EXPERIENCE & COMPETENCIES**

We are seeking an exceptional fundraising professional with a significant track record of success in increasingly senior advancement leadership positions in large-scale, complex settings. Candidates should possess superior solicitation experience and a demonstrated track record of securing significant philanthropic support; a strong commitment to recruiting, developing, and empowering a team of high-performance advancement professionals; and a strong commitment to establishing and supporting efforts to meaningfully engage alumni and volunteers in support of Law's academic mission.

The new incumbent will demonstrate proactive leadership and team-building skills, outstanding communication and interpersonal skills, and an ability to work collaboratively with other teams in setting and achieving ambitious advancement goals. As such, the Assistant Dean, Advancement will also embody a strong commitment to define the leading edge of advancement practice in Canada and to enhance the University's overall reputation for advancement excellence.

### **Required Experience & Education**

- 8+ years with direct fundraising experience and a proven track record of executive advancement responsibility and leadership in annual, major and planned giving programs in a large complex organization, preferably in an educational or medical institution.
- Experience in organizing complex programs and events. Experience in a management capacity and directing the work of others. Demonstrated volunteer management experience.
- Highly knowledgeable and experienced in both new and traditional channels of revenue generation.
- A university degree is required for this role. A master's or professional degree is preferred, although this is not a strict requirement for the role.

### **Abilities, Qualities and Attributes**

- Vision, the ability to think and plan strategically and analytically, 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 establish lasting relationships.
- Cultural sensitivity and capacity to work with international students and donors.
- Reputation for integrity, openness, decisiveness and sound judgement.
- A high level of comfort interacting with academic leaders as well as donors and volunteers.
- The ability to navigate and be effective within a complex matrix organization that values collaboration and teamwork as well as individual initiative and creativity.
- Excellent attention to detail and superb organizational skills, including the ability to set principal gift fundraising goals and establish an internal system for meeting deadlines, tracking, follow-up, monitoring, and reporting progress.
- Ability to work in a hectic and results-oriented environment with a strong focus on results; ability to meet deadlines and budgets.
- A high energy level, an appropriate degree of sophistication and self-confidence, optimism (and the ability to engender optimism in others) and a sense of humour.
- Exceptional oral and written communication, presentation and interpersonal skills.
- Strong research, analytical and problem-solving skills.
- Knowledge of current trends as they relate to duties and responsibilities of the role.
- Proficient with and demonstrated experience working with Microsoft Office suite. Experience working with Arbor (Blackbaud Enterprise system) or a similar database management system.

**Other Considerations:**

- A valid passport for international travel is required, as is the willingness to travel overnight periodically for work.

## APPLICATION PROCESS

For more information, please contact Tara George, Executive Consultant, at KCI Search + Talent via email at [UofTLaw@kcitalent.com](mailto:UofTLaw@kcitalent.com) by **June 10, 2024**.

**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 accommodations during the recruitment and selection process, please let us know.

The University of Toronto embraces Diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.

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.

The University strives to be an equitable and inclusive community and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.

**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](#).