

RESEARCH OFFICER

Full-Time (100%FTE)

Igniting Minds to Create Meaningful Impact in the World

Join us at University of Toronto Schools (UTS), where we ignite the brightest minds and help our students shape a better world. Are you passionate about education, highly motivated, a strategic thinker, and committed to excellence? Do you have solid research experience and skills? If so, the Research Officer at the University of Toronto Schools might be the role for you! This is an opportune time to join the UTS Advancement Team, as we prepare for a \$30 million campaign to support the school's strategic plan by raising funds now and for the future – for financial assistance to help students access a UTS education and to enhance excellence and innovation.

If you value working in a culture that is inclusive and celebrates individuality and new ideas, and you enjoy working with a team of people who are innovative, dynamic, collaborative, and progressive, we invite you to explore this opportunity.

The Opportunity:

UTS is seeking a strategic and detail-oriented Research Officer to support our fundraising efforts by identifying and qualifying major gift prospects. This role is essential to building a robust prospect pipeline and informing donor engagement strategies that advance UTS' philanthropic goals.

Key Responsibilities

This position will report to the Associate Director of Advancement and can operate in a hybrid work mode, to fulfil the following key responsibilities:

- Conduct in-depth research on donors and prospects to assess giving capacity and philanthropic interests.
- Develop detailed profiles, reports, and briefing materials to support fundraising and stewardship activities.
- Identify and map relationships to uncover new opportunities for engagement.

- Maintain and manage donor data in Raiser's Edge NXT, ensuring accuracy and confidentiality.
- Collaborate with Advancement staff and campaign volunteers to support cultivation and solicitation strategies.

Qualifications

- University degree, preferably in Library and Information Science, or equivalent experience.
- Minimum 3 years' experience in prospect research within a fundraising environment; educational advancement preferred.
- Proficiency in Raiser's Edge NXT, Google Workspace, and Microsoft Office Suite.
- Strong analytical, organizational, and communication skills.
- Experience with online research tools and commercial databases (e.g., Factiva, SEDAR, Grant Connect).
- Ability to synthesize complex data into actionable insights.

Why Join UTS?

- Be part of a dynamic Advancement team driving meaningful impact.
- Option to work in a hybrid role that supports flexibility and collaboration.
- Contribute to a mission-driven organization committed to excellence in education and community engagement.

ABOUT UTS

Established by the Government of Ontario and the University of Toronto, University of Toronto Schools is the only university co-educational preparatory school in Canada that is based solely on merit and affiliated with a university. Situated on U of T's St. George Campus, UTS enrolls approximately 675 students in grades 7 through 12 and has a generous bursary program. UTS graduates are highly regarded by top universities and post-secondary institutions around the world. The ranks of our alumni include 57 Orders of Canada, 21 Rhodes Scholars, 18 Olympians, three ambassadors, and two Nobel Laureates.

UTS attracts a unique, diverse community of exceptionally talented students who arrive at the school prepared to be challenged and guided by extraordinary, award-winning teachers to collectively realize the magic of everyday triumphs and become socially responsible global citizens and principled leaders.

WORKING CONDITIONS & COMPENSATION

Equity, diversity, and inclusion underpin the UTS experience. Our school honours and celebrates the rich tapestry of diverse people and perspectives that make up our community. We do not sit on our laurels; instead, we continually take the initiative to advance ongoing improvement on every front. New ideas always have a voice and are brought to life through creativity, collaboration, and community.

Start Date: January 12, 2026.

Position Type: Full-Time, Hybrid option

Pay Scale Group & Hiring Zone: This position is a USW unionized position with Pay Band 10, starting at a rate of \$69,924 with annual step progression to a maximum of \$89,420. Pay scale and job class assignment are subject to determination pursuant to the Job Evaluation/Pay Equity Maintenance Protocol.

Benefits: UTS offers a comprehensive compensation package that includes: medical benefits, pension plan, life and LTD insurance, educational assistance/tuition reimbursement, and employee assistance program. All UTS employees are eligible to participate in the University of Toronto's Joint Membership Club and have access to the University's library and other amenities.

HOW TO APPLY:

If you feel this position is made for you, please submit an up-to-date resume highlighting relevant qualifications and experience along with a cover letter online through the [UTS Career Centre](#) portal. This posting will stay open until the position is filled. Interviews will take place starting December 1, 2025. We aim to fill the position by December 15, 2025, at the latest.

University of Toronto Schools is firmly 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.

We thank all candidates in advance; however, we will contact only those selected for an interview. No phone calls, please. If selected for an interview, please inform us if you require any accommodations.

For more information please visit www.utschools.ca.