



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/12/07

Development Officer

Job ID	383940-1-6466	
Web Address	https://careers.indigenous.link/viewjob?jobname=383940-1-6466	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2024-10-07	To: 2050-01-01
Job	Type: Part-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada. In April 2022, the university announced its new name of Toronto Metropolitan University. Learn more about our next chapter. The team

About University Advancement

University Advancement (UA) is a comprehensive development and alumni relations enterprise serving the priorities of TMU's academic plan. Our mission is to build lifelong relationships, engaging alumni and friends, faculty and staff, and corporations and foundations, and matching their interests with the needs and priorities of the university. University Advancement at TMU is a dedicated team of professionals, committed to collaboration, diversity, and integrity, and to being trustworthy stewards of our donors' investments. About the Faculty of Engineering and Architectural Science (FEAS) At FEAS (Faculty of Engineering and Architectural Science), we immerse ourselves in the economic, social and technological communities we serve. As they evolve, we shift to meet their needs, leveraging our strengths and generating novel solutions. It is our mission to be a leader in Canada, where highly-skilled, adaptable students and researchers develop as people and professionals and work together for one purpose: to improve quality of life around the world. FEAS has more than 6000 undergraduate students enrolled in eleven programs; over 800 graduate students in 22 master's and eight doctoral programs; and over 150 faculty members.

The Opportunity

The FEAS Development Officer (DO) will thrive in a fast-paced, service-oriented environment, have excellent written and oral communications skills, the ability to multitask and demonstrate a collaborative and supportive can-do approach. Reporting to the Associate Director, Development, the DO will play a critical role in enabling the faculty to achieve its goals through the identification, cultivation, solicitation and stewardship of a portfolio of donors and prospects at giving levels under \$25,000. In addition, the DO will support the internal coordination of the faculty awards processes and will oversee the execution of sponsorship and funding agreements for student teams.

As Development Officer, you will:

- Act as an ambassador to promote engagement between FEAS and its target external constituents.
- Build and maintain productive relationships with internal stakeholders including faculty members, student leaders and UA departments.
- Manage a portfolio of prospects giving up to \$25,000.
- Identify and engage alumni to build a prospect pipeline for the faculty.
- Support the Executive Director, Advancement and the Associate Director, Development in the administration of their prospect portfolios.
- Draft proposals, briefings, speaking notes and correspondence.
- Work with department administrators and student awards teams to promote, adjudicate, disperse and steward donor-funded scholarships and awards.

Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Post-secondary degree or equivalent experience and/or 2 to 4 years' progressively responsible constituent facing experience preferably in an educational, research or not-for-profit environment. Candidates with non-traditional education and career pathways are encouraged to apply.
- Strong project management and problem-solving skills, and an ability to manage multiple priorities in a fast-paced environment.
- Highly organized with excellent attention to detail and the ability to prioritize effectively, pivot quickly and be flexible.
- Exceptional interpersonal and relationship building skills, tact and diplomacy and the ability to work collaboratively with internal and external stakeholders.

- Strong persuasive writings skills over a range of media.
- Commitment to developing and maintaining effective working relationships with internal stakeholders at all levels.
- Demonstrated commitment to client service specifically for students, staff, faculty and external clients.
- A commitment to innovative practice, ongoing learning and implementing of initiatives centring equity and inclusion.
- Proficiency using: Google Workspace and applications (Gmail, Calendar, Drive, Meet, Docs, Sheets and Slides), virtual meeting platforms and a CRM/database.

TMU Perks

There is something for everyone! Employees are eligible for many benefits, services, and discounts that Toronto Metropolitan University has to offer:

- Mid-year break that provides two weeks of paid time off in addition to your vacation.
- Group benefits include health and dental, employee and family assistance programs (EFAP), and more!
- Tuition waiver for eligible employees and their spouse and/or dependent(s) and Tuition Rebate for eligible employees.
- Toronto Metropolitan University Retirement Planning. A defined benefit pension plan.

Additional Information (OPSEU)

Position Number(s) 20003305

Reports To Associate Director of Development

Department University Advancement, FEAS

Vacancy Type TERM 12 months

Employee Group OPSEU

Work Location Hybrid

Start Date October 2024

End Date October 2025

Hours of Work 36.25

Grade 12

Salary Scale \$78,272.15 - \$99,152.84

Hiring Salary Range -

TA Specialist -

Posting Date October 4, 2024

Application Close Date October 18, 2024

- An equivalent combination of education and experience may be considered.
- As part of the selection process, candidates may be required to complete an occupational assessment.
- Applications will only be accepted online through Toronto Metropolitan University's career site.
- We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please submit your request through the AskHR webform. All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Development Officer