



# 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.Link's 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  
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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/18

## Prospect Development & Partnerships Officer - DMZ

Job ID	379752-1-8601	
Web Address	<a href="https://careers.indigenous.link/viewjob?jobname=379752-1-8601">https://careers.indigenous.link/viewjob?jobname=379752-1-8601</a>	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2024-03-01	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 DMZ is a world-leading startup incubator based at Toronto Metropolitan University that equips the next generation of tech entrepreneurs with the tools needed to build, launch and scale highly impactful startups. By providing connections to customers, coaching, capital and a community, DMZ's customized approach helps innovators reach the next milestone in their entrepreneurial journey - whatever that might be. Through its award-winning programming, DMZ has helped more than 820 startups raise \$2.58 billion in capital and create 5,000+ jobs. Headquartered in Toronto, Canada, with globally-accessible programming, DMZ has a widely-recognized international presence with offices in Vietnam, India and the U.S., and partnerships across North America, Latin America, Africa and Asia.

### The Opportunity

The Prospect Development Officer:

- Provides partnership relationship management, including prospecting, prospect management, pipeline analysis, records management and discovery activities to help qualify leads for DMZ, secure partners, and forge closer ties between DMZ and the broader communities.

- Coordinates and engages with the central Prospect Development team to ensure synergies and efficiencies in the prospect development activities.

Responsibilities include:

- Provides advancement research services for DMZ initiatives by designing and implementing prospecting and research strategies to support DMZ's goals, including, preparing Research Profiles, financial assessments of partnership's capacity and brief biographies.

- Build engagement capacity through proactive prospect identification and pipeline management activities.

- Mobilize partner engagement through outreach and discovery opportunities by initiating strategies to conduct discovery calls with suitable prospects and partners, incorporating the insight, interests and passions during the call to the overall picture of the prospect.

Qualifications

- Successful completion of a Bachelor's degree and a minimum of 5 years of experience in an advancement/development role within an academic, non-profit or corporate environment with the following requirements: Experience in engaging prospects, corporate partners; must be comfortable communicating over the phone, over e-mail and in person; experience and enthusiasm to contact, meet and learn about the interests of prospects and funders. Demonstrated experience in working in a client-focused manner, providing Advancement support services and advice to front-facing staff members. Proven record of achievement in fundraising programs, information services or related fields. Successful track record submitting proposals, and a good understanding of the foundation and corporate proposal submission process. Superb advancement research and analysis skills, superb prospecting skills and abilities to surface leads and ideas. Solid understanding of the role of research in fundraising; understanding the role of records management in fundraising, partnership development, and stewardship.

- Experience in the tech start-up entrepreneurial and incubator ecosystem is a definite asset.

- An equivalent combination of education and experience may be considered.

- Excellent communications skills, both written and verbal to synthesize information gathered effectively, when corresponding with the funder and delivering a compelling proposal.

- Strong interpersonal skills and an aptitude and ability to organize the discussion with the prospect and make ongoing adjustments to the conversation in order to draw out the prospect's interests in the DMZ; to ensure the conversation flows effectively, and capture details from the conversation to review and then strategize on next steps after initial contact.

- Superior judgment skills are required to execute strategies that surface precise and accurate intelligence, in the most time efficient manner.

- Exercises excellent judgment and tact with the appropriate handling of confidential information.

- Strong decision-making skills must be demonstrated in determining which information will be distributed, and to which members of the divisional community.
- Excellent knowledge of various prospecting strategies is required along with the determination to execute these strategies.
- Demonstrated experience in working collaboratively with colleagues in an Advancement setting to deliver projects and services and flexibility to effectively prioritize and ensure completion of work; to change priorities as the need arises; to work independently with minimal supervision and to work overtime as required by the demands of the position.
- Excellent interpersonal skills including tact, diplomacy and patience; sound judgment and demonstrated professionalism are required to effectively carry out the requirements of the position

#### Additional Information

Position Number(s) 20004470  
 Reports To Manager, DMZ Partnerships  
 Department DMZ  
 Vacancy Type TERM  
 Employee Group OPSEU  
 Work Location Hybrid (in-person/on-campus & remote)  
 Start Date ASAP  
 End Date 1 year from start date  
 Hours of Work 36.25  
 Grade 13  
 Salary Scale Min: \$81,311.86 up to Step 8: \$103,003.41  
 Hiring Salary Range Min: \$81,311.86 up to Step 3: \$88,851.66  
 Posting Date April 15, 2024  
 Close Date May 3, 2024  
 Additional Notes:

- Applicants who do not meet the required qualifications may, at the discretion of the University, will be considered on an underfill basis.
  - We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications and also reach out to Tracey King, Aboriginal HR Consultant for support during the selection process.
  - As part of the selection process, candidates may be required to complete an occupational assessment as the first step in our selection process before an interview is granted. Please note, the recruitment and selection may go to a 2-stage interview process.
  - Applications will only be accepted online through Toronto Metropolitan University's career site.
- Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.

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, beginning 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 Prospect Development & Partnerships Officer - DMZ