

Upper Canada College in Toronto, Ontario, offers an internationally recognized curriculum that prepares students to make their mark in an increasingly global village. The College also emphasizes a balanced education, one that breeds character as well as academic excellence.

Crucial to the success of our students are our outstanding faculty and staff. Creativity flourishes and excellence among our faculty and staff is both encouraged and recognized. Our faculty and staff enjoy a professional, collegial and highly supportive work environment and have access to professional development and resources that help them succeed in their careers. We believe not only in boys but in our employees, too!

Full Time - Manager, Research and Advancement Services

The Manager, Research & Advancement Services is responsible for supporting UCC's Major Gift Team by conducting prospect research, assessing and compiling data on current and potential prospects, including alumni parents, corporations, foundations and friends. The Manager, Research & Advancement Services is also responsible for providing database administration support to the Director, Advancement Services by analyzing data and producing standardized reports.

Key Areas of Responsibility and Required Competencies for this role include;

- Biographical and financial research
- Timely, thorough, accurate and detailed prospect reporting
- Excellent analytical and time management skills
- Excellent written and oral communication skills
- Solid experience with Raiser's Edge or other relational fundraising software
- 3 or more years of research experience with a non-profit would be preferred.
- University or College degree, preferably relating to information and library science.

If you have the qualifications listed above and are interested in learning more about this opportunity, we look forward to hearing from you.

Please forward your resume to careers@ucc.on.ca by September 3/2010.

*We thank all candidates in advance.
We will, however, contact only those selected for an interview.
We are an Equal Opportunity Employer.
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