



# KNOX COLLEGE

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## Director of Advancement and Alumni Relations Knox College Toronto, Ontario

### Position Summary

Knox College, a Presbyterian theological college and founding member of the Toronto School of Theology at the University of Toronto, seeks a strategic and relationship-focused Director of Advancement and Alumni Relations. Reporting to the Principal and serving as a member of the College's Senior Leadership Team, the Director leads fundraising, alumni relations, congregational and denominational engagement, communications, and marketing. This job posting is for an existing full-time permanent vacancy at Knox College.

Knox College is deeply committed to fostering an equitable, diverse, and inclusive staff that reflects the richness of Canadian society and to creating an inclusive, accessible application process for all candidates. The College actively encourages applications from qualified candidates with lived experience in racialized and Indigenous communities, as well as individuals of all gender identities, cultural traditions, socioeconomic backgrounds, and disabilities. All qualified applicants are invited to apply, and the College is dedicated to creating an equitable, fair, and accessible process for everyone. Accommodations are available upon request for candidates taking part in all aspects of the selection process. If you require accommodation, please contact Director of Finance and Administration at:

[knox.financedirector@utoronto.ca](mailto:knox.financedirector@utoronto.ca)

### Advancement and External Relations

The Director sets the strategic direction for the College's external relations and leads the Advancement and Alumni Relations Office, including communications staff. The successful candidate will be a confident public speaker, an empowering leader, and an accomplished fundraising professional who understands the church constituencies of Knox College and is energized by connecting donors, alumni, congregations, and partners to the College's mission.

### Key Responsibilities

#### Strategic Fundraising Leadership

- Lead all fundraising programs, including major, mid-level, monthly, direct-mail, planned-giving, campaign, and event initiatives.
- Develop and manage the Advancement Office's annual budget and align fundraising priorities with the Principal, senior leadership, and the Board.
- Refine and relaunch monthly and planned-giving programs, including updated donor-centered messaging and marketing materials.
- Grow the major-gifts program by identifying and researching prospects, assessing giving capacity, and personally managing a portfolio of approximately 100 to 150 key prospects and donors.

- Ensure fundraising practices comply with Canadian laws and regulations affecting charitable organizations, including applicable Income Tax Act and Charities Directorate requirements.

### **Alumni Relations**

- Strengthen the College's alumni network across Canada and beyond and build relationships with graduating students to support lifelong engagement.
- Partner with Registrar and Recruitment colleagues to support church relations and create meaningful opportunities for alumni involvement.
- Plan and deliver alumni events, including reunions, and recruit alumni volunteers for preaching, committees, and other College initiatives.
- Keep alumni informed and engaged through the College newsletter, social media, targeted outreach, and other communications.
- Gather alumni feedback and use it to refine programs, respond to emerging needs, and strengthen relationships.

### **Congregational and Denominational Relations**

- Build mutually beneficial relationships with Presbyterian Church in Canada leaders, congregations, and organizations.
- Work with the Principal's Office and the Centre for Lifelong Learning to identify opportunities for deeper church engagement and support.
- Represent Knox College at denominational meetings, assemblies, and other events, advocating for the College and its mission.
- Understand and engage effectively with Presbyterian donor culture and church constituencies.

### **Communications and Marketing**

- Develop and execute a comprehensive communications strategy that strengthens Knox College's brand, reputation, and visibility.
- Oversee high-quality print, digital, website, newsletter, and social-media content, ensuring consistent messaging and alignment with the College's mission and vision.
- Create marketing plans for fundraising campaigns, appeals, alumni events, and other strategic initiatives.
- Build relationships with government agencies, media outlets, and journalists to promote the College's activities and achievements.
- Lead internal communications that keep faculty, staff, and students informed and connected to institutional priorities.
- Use data and feedback to evaluate communications and marketing performance and improve outcomes.

### **Leadership and Operations**

- Provide strategic leadership and significant independent decision-making as a member of the College's senior administrative team.
- Lead and support Advancement Office staff, fostering collaboration, accountability, and professional growth.
- Maintain regular contact with donors, alumni, church administrators, the Principal's Office, Finance, faculty, staff, and students.



- Travel and attend evening or weekend meetings and events as required; meet regularly with donors outside the office.

## Qualifications

### Required

- Bachelor's degree or equivalent professional experience.
- At least seven years of experience in a major-gifts role, with a proven record of successful donor cultivation and solicitation.
- Active membership in a professional fundraising association.
- Demonstrated ability to think strategically, analyze opportunities, plan effectively, and implement complex advancement initiatives.
- Exceptional relationship-building, networking, listening, interpersonal communication, and public-speaking skills.
- Ability to mobilize alumni, donors, church partners, and supporters around institutional priorities.
- Comfort with contemporary fundraising and communications technologies, including social media and data-informed prospect development.
- Understanding of, and commitment to, the mission and church constituencies of Knox College.

### Preferred

- Certified Fund-Raising Executive (CFRE) designation or equivalent, or active progress toward certification.
- Experience leading an advancement, development, alumni-relations, or communications team.
- Experience in a theological, faith-based, higher-education, or other charitable organization.

## Application Process

The submission deadline is Thursday, October 15, 2026. The appointment is expected to commence not later than January 1, 2027. Please send your resume and cover letter along with the names of three references to the Director of Finance and Administration by email to [knox.financedirector@utoronto.ca](mailto:knox.financedirector@utoronto.ca).

Salary range: \$94,242 - \$112,024. A competitive pension and benefits package is offered.

Employment status: Full-time permanent

Work arrangement: Primarily office- and donor-facing, with an opportunity to work from home part of the time

Schedule: Evening, weekend work and travel are expected

Start date: Not later than January 1, 2027.

