

Position: Director, Advancement & External Relations
Time Type: Full time
Employment Type: Permanent
Location: United College at the University of Waterloo
Job Grade: Grade L
Hiring Range: \$93,042 - \$116,302
Reports to: President
Direct Reports: Communications Officer, Marketing & Recruitment Officer

About United College

United College offers a welcoming, inclusive workplace where people feel valued and connected through a supportive culture, regular social activities, and opportunities to shape the way College fulfills its mission. Employees benefit from strong sustainability commitments, a safe and accessible campus, professional development and tuition support, comprehensive benefits, and practical perks like free parking, and discounted meals.

The Opportunity

We are seeking a strategic and innovative leader to join our team as Director, Advancement & External Relations (DAER). Reporting to the President, the DAER will provide strategic leadership to advance the College's priorities in the areas of brand and reputation building, fundraising and donor relations, and community relations. The DAER will strengthen and enhance capacities through strategic planning and prioritization, and by implementing the appropriate structures, systems and processes to meet College and stakeholder needs.

The DAER will lead a team of staff in marketing and communications and will work collaboratively with academic and administrative units to ensure an integrated approach that aligns with the College's strategic plans and priorities.

Experience & Competencies:

The ideal candidate will have:

- Substantial and progressive senior-level leadership and management experience in a multi-faceted, multi-stakeholder external relations and/or advancement portfolio (ideally a university).
- Some combination of experience in each of the Advancement and External Relations portfolios, which should include:
 - Demonstrated success in leading teams in the development and execution of comprehensive external relations strategies aimed at building brand and reputation and engaging key stakeholders and partners.
 - Demonstrated leadership and involvement in institutional campaigns and securing gifts from individuals, corporations and foundations.
 - Strong issues management experience, with proven ability to develop and execute effective communications plans and strategies to preserve brand and reputation.
- Experience developing and integrating engagement activities with fundraising strategies and goals with alumni, donor, community and other parallel stakeholder groups.

- Strong staff and volunteer leadership experience and the ability to lead by example, mentoring, building the skills and competencies of others, and gaining respect and credibility at all levels.
- Knowledge of and experience with the nature and dimensions of philanthropy, ethics, motivations for giving and volunteering.
- Knowledge and ability to develop and implement marketing and communications plans as well as external relations strategies.
- Proven ability to develop relationships of trust and respect with faculty, volunteers, donors, community partners, government, colleagues, and alumni.

Abilities, Qualities, and Attributes:

The ideal candidate will exhibit the following abilities, qualities, and attributes:

- Awareness, understanding, and alignment with the College's mission and values.
- Demonstrated ability to interact with a diverse range of leaders and to navigate and be effective within a small organization that values collaboration and teamwork as well as individual initiative and creativity.
- Excellent judgement and discretion.
- A high level of integrity, honesty, and a strong work ethic.
- Commitment to creating an inclusive environment that respects and promotes equity and diversity.
- Excellent organizational skills and the proven ability to meet deadlines and deliver on goals and commitments.
- Exceptional oral and written communication and presentation skills.
- Strong analytical and creative problem-solving skills

Additional Notes:

- A university degree is required for this position, or a combination of other post-secondary education and professional experience. Additional accreditation or credentials in the advancement and/or external relations field is considered an asset.
- Proficiency with fundraising management software and administrative systems, ideally Raiser's Edge.
- The Director will need to maintain a significant campus presence, particularly early in their tenure, with a preference for at least 4 days per week at the College.

Equity Statement:

United College is committed to providing equal employment opportunity to all individuals. The College is committed to removing any and all discriminatory attitudes or practices that might impede equal opportunity.

The College further recognizes that members of certain groups have been historically subject to discrimination in our society and continue to face barriers to equitable employment opportunity. The College is therefore committed to the principle of equity in employment for marginalized groups.

Positions are open to qualified candidates who are legally entitled to work in Canada.

United College is committed to accessibility for persons with disabilities. If you have any application, interview, or workplace accommodation requests, please contact Human Resources at chone@uwaterloo.ca or 519-885-1460, ext. 25227.

Application Process & Deadline:

All applications should be received by April 1, 2026. Interested candidates are invited to send their resume and cover letter to utdcareers@uwaterloo.ca, together in a single document.