

Candidate Information

Associate Vice-Principal (Development)



Constellate +  Queen's
UNIVERSITY

A warm welcome



Welcome to the Office of Advancement at Queen's University and thank you for taking the time to explore the Associate Vice-Principal (Development) opportunity. I hope that as you read more, you get a sense of the welcoming and supportive environment we strive to create and you are inspired to apply for what I think is one of the most exciting jobs in the sector.

Queen's University is one of Canada's oldest and most distinctive institutions – a university known for its academic excellence as much as the sense of belonging shared by students, staff, faculty, and alumni. Our alumni are among the most loyal, most engaged, and most passionate in Canada, and it is that extraordinary global constituency that the University's advancement activity is privileged to support.

Every day I collaborate with imaginative, dedicated and energetic colleagues who care deeply about Queen's and its communities. People are at the centre of our mission – from students whose futures are shaped through scholarships, to researchers whose groundbreaking ideas we help bring to life, to the remarkable alumni we serve and the teammates we work alongside.

We are at an exciting moment in the evolution of the Queen's advancement endeavour: building on the strong foundations of our current giving programs, sharpening the focus and rigour of our development practice, collaborating effectively with strategic partners across the institution, and readying for campaign. We seek an Associate Vice-Principal (Development) who will help lead this next chapter, an outstanding fundraising professional who brings not only the vision and expertise to inspire transformational giving but the discipline and drive to raise the sights and performance of our development operation.

This is a role for an exceptional fundraising professional: someone who leads from the front and inspires through example, builds high-performing teams with intent and care, and understands that the most impactful fundraising is rooted in genuine partnership – with donors, with academic and institutional leaders, with faculty and the broader Queen's community. It is a role that demands both discipline and creativity: the discipline to drive pipeline performance and the creativity to unlock Queen's fundraising potential in support of the University's mission and strategic priorities. It offers the opportunity to make a lasting, measurable mark on one of Canada's most distinctive universities and on the lives of the students, researchers, and communities we serve.

If our ambition excites you, if the scale of our work speaks to you, and if you're eager to play a meaningful role in shaping what comes next, we'd be delighted to hear from you.

A handwritten signature in black ink, appearing to read 'Kate Wilson'.

Kate Wilson

Vice-Principal (Advancement)

The Opportunity –

A Defining Role at a Defining Moment



As Associate Vice-Principal (Development), you will partner closely with the Vice-Principal (Advancement) to drive major and leadership giving across the University. The AVP will bring both strategic leadership and personal fundraising experience to the position, managing a blended portfolio of major and principal gifts prospects while setting the direction and raising the performance of your team.

You will work with the Vice-Principal (Advancement) and the wider Advancement leadership team to shape and implement short- and long-term plans to advance fundraising performance across the institution.

Faculty-based development programs present their own distinct complexity. The AVP will function as a genuine strategic partner to Deans and

academic leaders, as a co-architect of each faculty's philanthropic growth strategy. This requires a sophisticated understanding of academic culture and research priorities; the ability to translate complex academic visions into compelling donor propositions; and the diplomatic skill to align institutional and faculty ambitions toward shared philanthropic goals. Great faculty-based advancement requires patience, creativity, and the ability to earn trust in environments where fundraising is not always the primary language.

Your partnership with faculty Deans and Unit Heads will be central to this role. Working closely with each Dean and Unit Head and their dedicated lead fundraiser, you will co-develop the philanthropic growth strategy for each faculty, recommend and agree ambitious fundraising targets and trajectories, and jointly own accountability for results. You

will manage performance against goals, ensuring fundraising plans are fully integrated with each Faculty's academic vision and priorities.

More broadly, you will ensure that all academic champions across the University - department chairs, research centre leads, and other faculty leaders - are strategically deployed to unlock philanthropy in support of their areas' visions and priorities. You will provide strategic oversight of the fundraising pipeline, hold regular performance reviews, ensure prospect development resource and methodology supports fundraising plans, and manage and communicate results against agreed metrics working proactively to raise performance across teams and ensure that major and principal giving is coordinated and integrated across Queen's.

You will develop and lead a high-performing group of fundraising professionals of approximately 50, coaching individuals toward their potential, establishing clear performance standards, and building a culture of accountability and ambition that runs through everything the Development team does. You will invest seriously in building the capacity of your fundraising leadership, assessing where individuals need to grow, ensuring they have the support, stretch, and development to get there, and creating the conditions in which talented people can perform at their best. More than managing performance, you will be responsible for elevating the capability of the development organization. Through coaching, mentoring, talent development, and a relentless commitment to excellence, you will help create the next generation of fundraising leaders at Queen's.

This role sits at the intersection of strategy, relationships, and execution. Queen's advancement operates in a matrixed model, and the AVP will need to drive alignment, accountability, and consistency across faculty and central teams through the strength of their relationships and their expertise. Success depends on the ability to build alignment across diverse interests, bring people together around shared

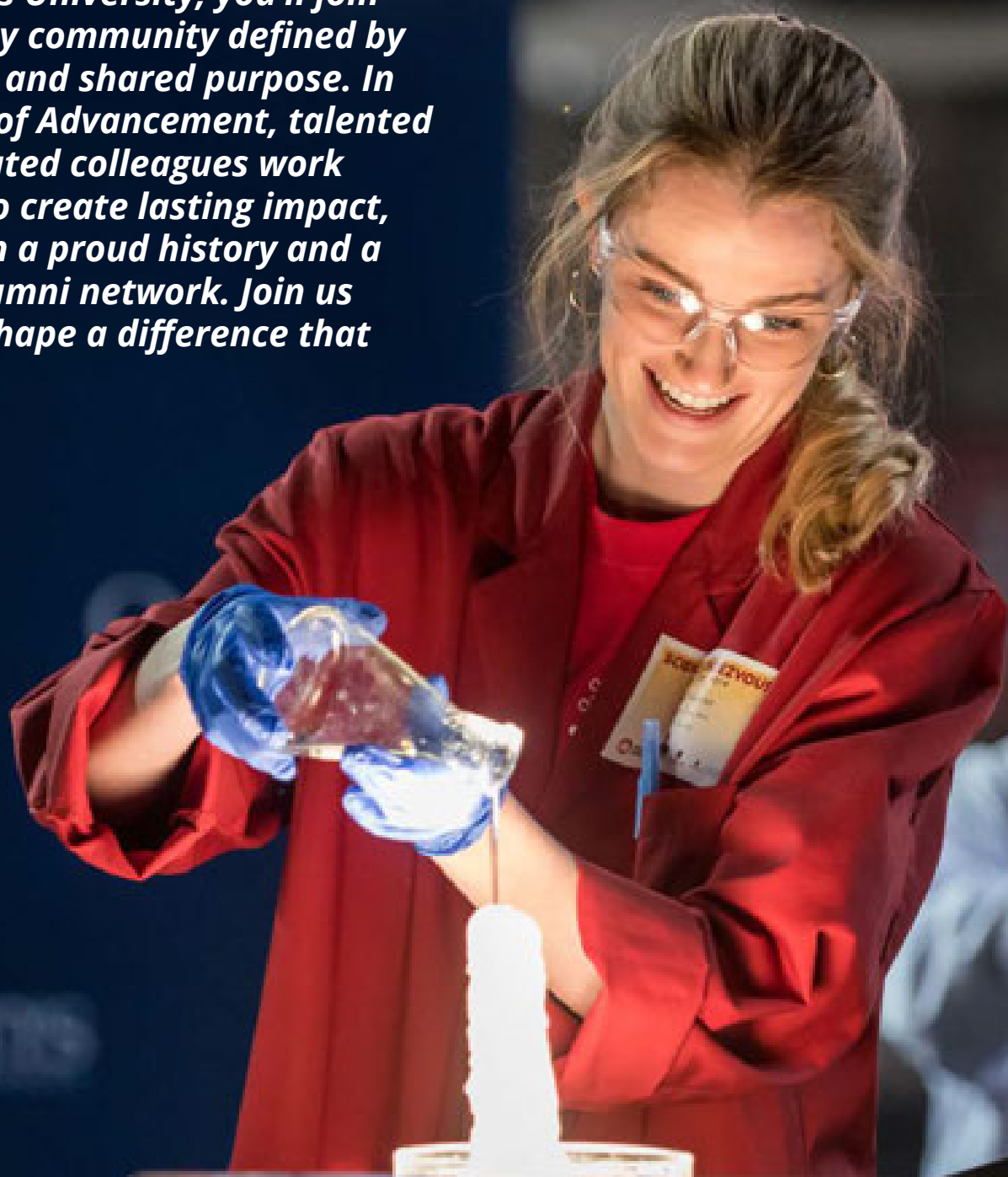
goals, and create momentum without sacrificing accountability. You will become one of the University's most important advocates for fundraising excellence, helping establish consistent standards, expectations, and practices across a distributed advancement community.

The AVP is a visible, front-facing leader, working with top donors and volunteers and active in progressing the most significant philanthropic priorities. Your personal portfolio will include major gift prospects and a select number of principal gift prospects at the \$5M+ level. Queen's alumni community is one of the most loyal and engaged in Canada. You will draw on that community, identifying, cultivating, and advancing gift opportunities that will be transformational for the institution. Success in this role will be measured not only by fundraising outcomes, but by the strength of the teams you build, the partnerships you foster, the confidence you create among academic leaders, and the culture of excellence you leave behind. Your influence will be felt across the University long after individual gifts have been secured.

"Joining Queen's University Office of Advancement means helping to fuel the research, teaching, and student experiences that change lives and strengthen society. We bring together passionate people who build partnerships, inspire generosity, and turn shared goals into lasting impact. If you're driven by purpose and collaboration, Queen's is where you can make your mark."

This is a unique opportunity to join a supportive, collaborative, and ambitious team which is on an upwards trajectory, and to leave a lasting mark on one of Canada's most beloved institutions.

"At Queen's University, you'll join a university community defined by excellence and shared purpose. In the Office of Advancement, talented and dedicated colleagues work together to create lasting impact, building on a proud history and a vibrant alumni network. Join us and help shape a difference that endures."



About Queen's University - Where Excellence Meets Opportunity



“At Queen’s Office of Advancement, we bring people together to create lasting impact. Grounded in trust, collaboration, and shared purpose, we build relationships that strengthen our community - across campus and around the world.”

Queen’s is more than a collection of bright minds – we are a community of people who want to learn, discover, think and do; people with an ambitious spirit who imagine what the future can be, and work together to realize it. That is the Queen’s spirit - a bold, enduring spirit of initiative.

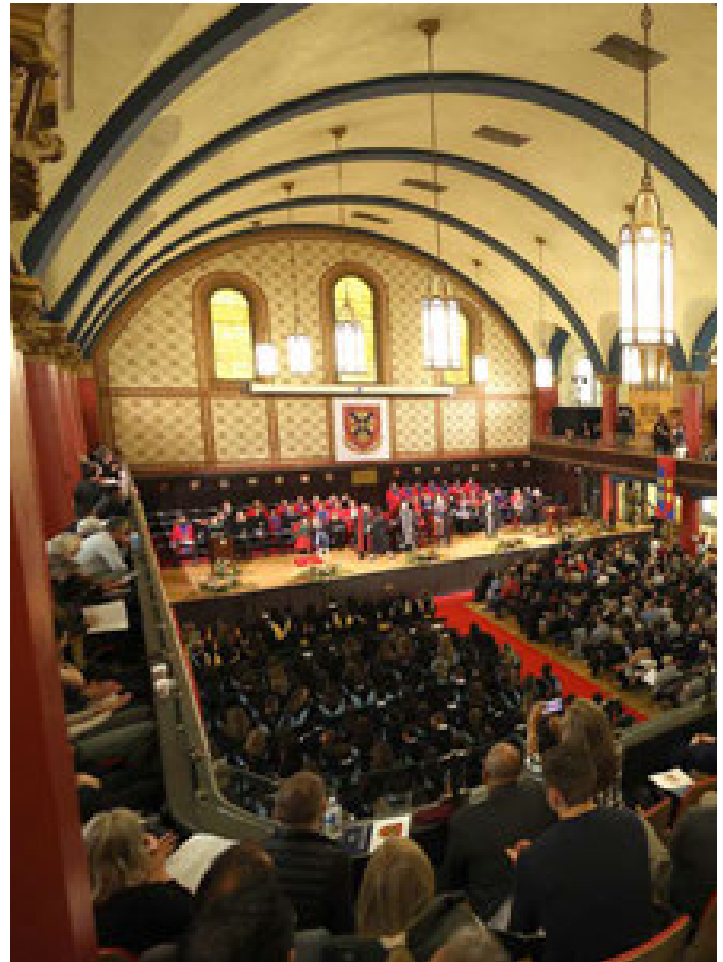
Recognized for research, innovation, and academic excellence, Queen’s has a strong record in Canada and we are increasing our global reach and impact as demonstrated by our performance in the most recent Times Higher Education Impact Rankings, reflecting deep commitment to societal impact and the UN Sustainable Development Goals. The University’s guiding vision says it best: “The Queen’s community - our people - will solve the world’s most significant and urgent challenges with their intellectual curiosity, passion to achieve, and commitment to collaborate.” For over 180 years, our tradition of discovery and transformative education has shaped knowledge in Canada and around the world. Queen’s Bicentennial Vision, charting our path to our 200th anniversary in 2041, sets bold ambitions in academic excellence, research impact,

and financial resilience, and it is this transformative agenda that philanthropy will power. (queensu.ca/bicentennial-vision)

The University's strategic framework, anchored in the values of truth, responsibility, respect, freedom, and wellbeing, charts a course toward societal impact across six strategic goals: research impact, student learning, research and teaching integration, global engagement, community partnership, and organizational culture. Our researchers are in the pursuit of knowledge creation across the humanities and social sciences, health and medicine, and natural sciences and engineering. Their achievements have been recognized with some of the world's most prestigious awards, including the Nobel Prize, Orders of Canada and Ontario, and election to the Royal Societies in Canada and the UK.

At the heart of our success is our people. Since its beginnings, Queen's has been fuelled by the energy, creativity, and commitment of its students, faculty, and staff. Importantly, the Queen's research ecosystem is enriched by a diversity of perspectives. We recognize the interconnected paths of research and learning and their close relationships to identity. By incorporating diverse ways of knowing and being, we enhance our research community and scholarship through the lens and values of Indigenization – Equity, Diversity, Inclusion, Anti-Racism, and Accessibility (I-EDIAA).

Queen's student body consists of approximately 24,000 undergraduate, postgraduate, and professional students, drawn from more than 100 countries and every Canadian province and territory. International students make up 10% of the full-time student population, and 95% of the student population comes from outside of Kingston. Our alumni body of 150,000+ stretches across over 150 countries around the globe. More than 5,000 faculty and staff from over 100 countries work alongside



students from across the globe, creating a truly international community with a distinctly Canadian character and a shared commitment to excellence.

Within our local and regional communities, Queen's contributes to social and economic prosperity through innovation, collaboration, and talent development. Together, we advance knowledge, inspire discovery, and shape a better future, embodying the enduring Queen's spirit of learning, discovery, and impact. For more about Queen's, please visit www.queensu.ca

Advancement at Queen's – A Community Built on Generosity

Philanthropy is central to Queen's mission and its capacity for impact. The University's alumni community is one of the most deeply engaged in Canada, marked by tricolour pride, a culture of volunteerism, and a profound sense of shared purpose that translates into meaningful philanthropic investment.

The Office of Advancement's mission is to foster relationships that advance Queen's and contribute to a better world. We raise major philanthropic gifts from alumni and non-alumni sources, and foster enduring relationships between the University, its alumni and supporters. Since 1841, Queen's has brought together exceptional thinkers, encouraged innovative partnerships, and

taught people who have changed the world. This tradition of achievement has been strengthened by a deep-rooted culture of philanthropic support. From supporting thousands of students through awards and bursaries, to alumni who came forward when the University faced financial hardship – philanthropy at Queen's has always been an important part of Queen's history.

Increasingly, philanthropy is not simply a source of financial support but a catalyst for institutional ambition. It enables universities to pursue bold research agendas, expand access and opportunity for students, deepen community partnerships, and respond to emerging global challenges. The next Associate Vice-Principal (Development) will play a



critical role in ensuring Queen's has the fundraising capability, partnerships, and leadership necessary to convert that opportunity into measurable impact.

The University benefits from the engagement of an alumni community of more than 150,000, maintaining global connections across 150 countries. On average, Queen's attracts approximately \$100M in philanthropic support over each year from its community of donors.

Led by the Vice-Principal (Advancement), the Office has a matrixed model comprised of approximately 140 positions across advancement at Queen's. The Office of Advancement provides systems and supports for all advancement activities, strategies, and fundraising for institutional priorities, and provides oversight and support for fundraising and engagement activities happening within the faculty programs.

The Office of Advancement is dedicated to providing an exceptional experience for donors and alumni who support the University's strategic priorities. Our Advancement team is warm, collaborative, and full of energy, united by a shared commitment to helping Queen's University deliver its full potential. Working here feels refreshingly grounded, an environment where people are genuinely welcomed and where professional experience is truly appreciated.

We are committed, collaborative, and values driven; our office is dynamic and supportive. Motivated by the desire to make a difference, we are encouraged

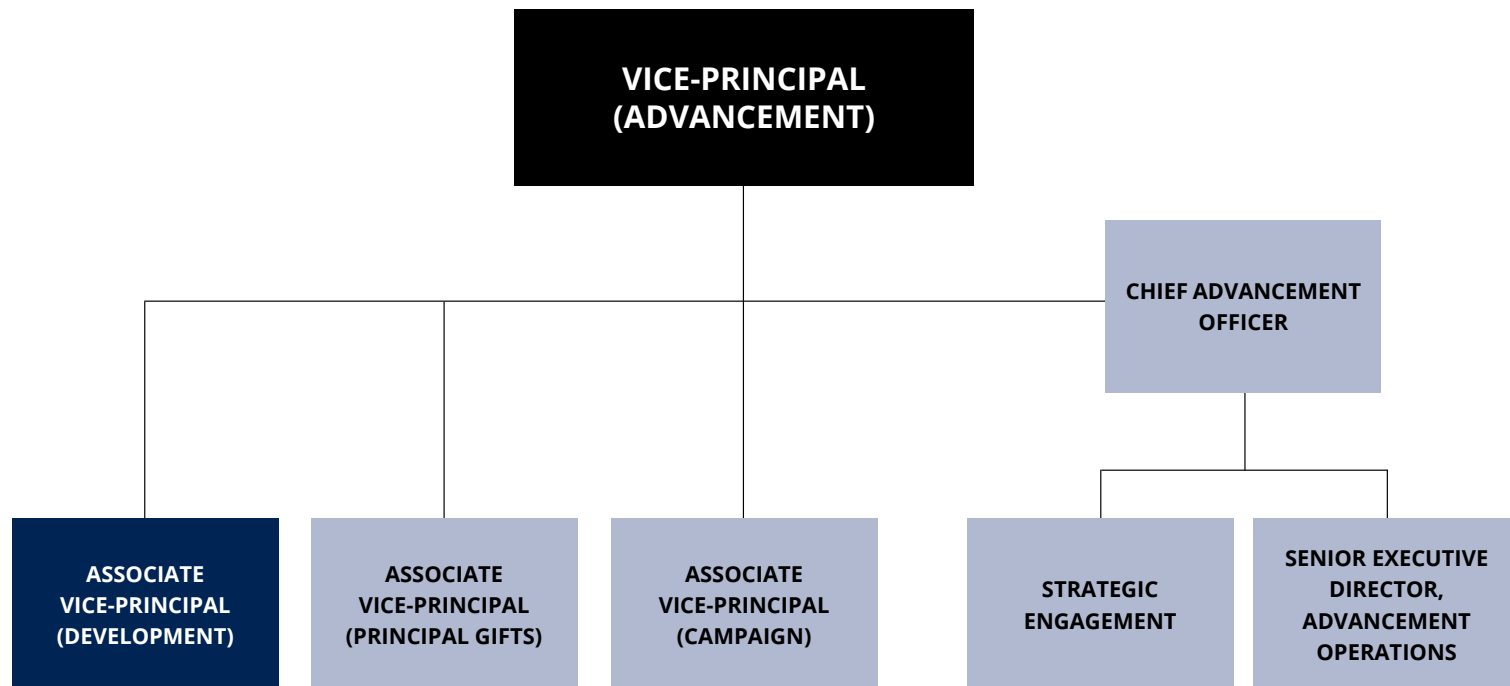
to be bold, to fail forward, and to meet our potential. Here everyone is welcomed, every voice is heard, and every contribution matters.

This is reflected in the 2025 University Annual Staff Survey, where Advancement achieved an 88.7% response rate, underscoring the extent to which staff are engaged and feel confident that their voices are heard, valued, and acted upon across the department. These outcomes strongly reflect our Advancement values of accountability, collaboration, inclusion, integrity, and service, demonstrating a culture built on trust, respect, and collective purpose.

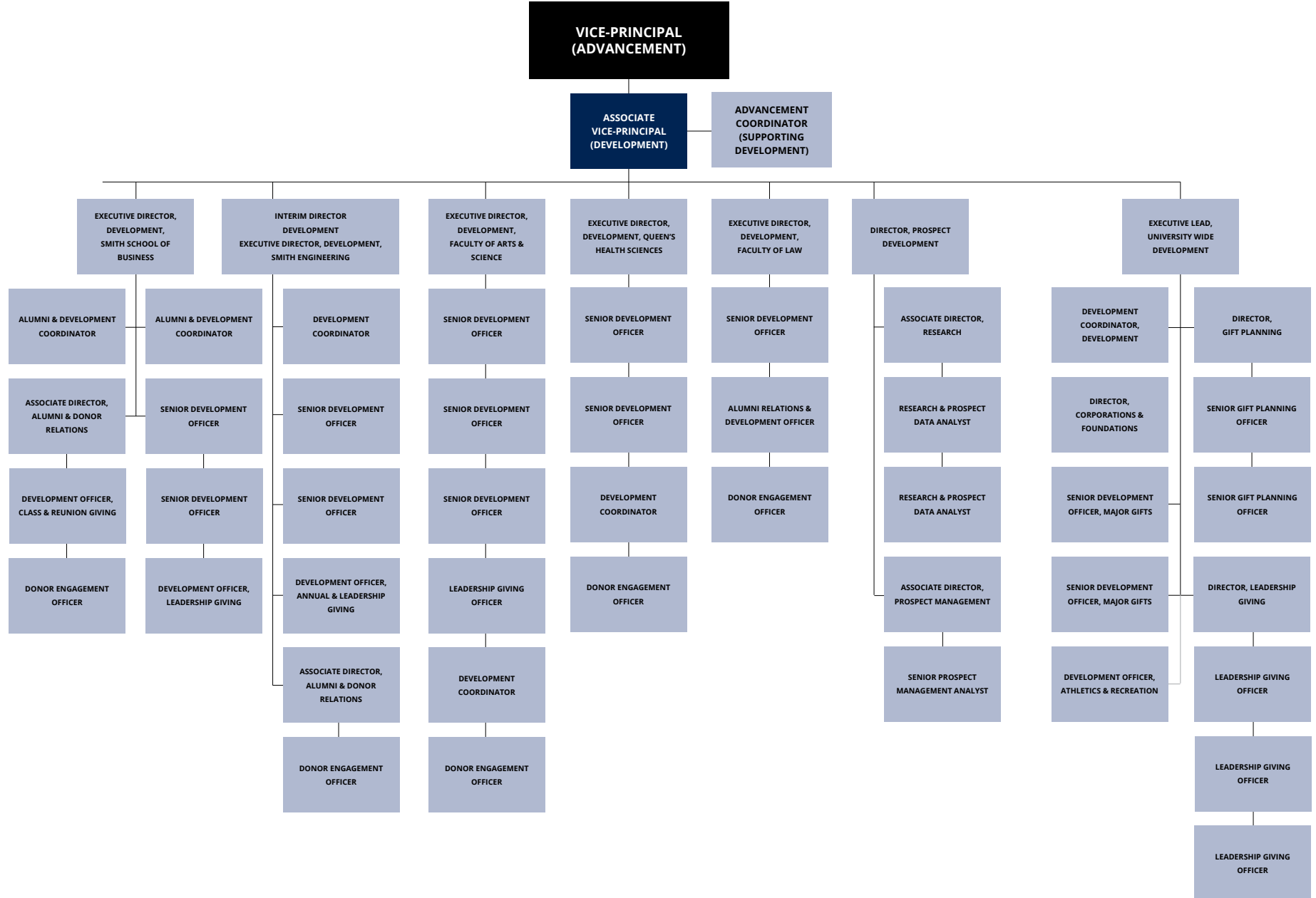
For more information on our values, please visit www.queensu.ca/advancement/about/value-action-statements

We remain deeply committed to advancing Indigenization, equity, diversity, inclusion, accessibility, and anti-racism (I-EDIAA) in ways that reflect both our strategic priorities and day-to-day culture. We value respectful engagement, clear communication, accountability, and collaboration. These principles shape how we lead teams, build partnerships, engage donors and alumni, and support one another's success. Leaders are expected to model these values and create environments where people can contribute fully, challenge ideas constructively, and work together toward shared goals.

Advancement Senior Leadership Team



Development



Biography

Kate Wilson, Vice-Principal (Advancement)

Kate Wilson joined Queen's University on September 1, 2025, from the University of Cambridge, where she served as CEO of the Centre for Better Futures. Offered through Cambridge's Institute for Continuing Education, the inaugural Better Futures Programme launched in September 2025 connecting experienced global leaders passionate about positive societal impact with the expertise and resources of the University and its colleges.

Wilson began her career in Canada as a fundraising consultant after graduating with a Bachelor of Arts from Queen's in 1986. She later joined the Queen's Advancement team to lead annual giving and advancement services, serving the university from 1991 to 1994.

In 1996, she earned her MBA from Harvard Business School before relocating to the U.K., where she built her career in telecommunications and media. In 2012, she joined the University of Cambridge as Chief Operating Officer for Development and Alumni Relations. In that role, Wilson managed the £2 billion "Dear World... Yours, Cambridge" philanthropic campaign, professionalized and expanded the advancement team and its operations, and partnered with the university's 31 colleges to strengthen fundraising and alumni engagement.

She went on to serve as CEO of RegGenome, a research spin-out from Cambridge Judge Business School, and later as Director at IMAGINE, where she led programming to build community and promote positive impact among global system leaders. During her time at Cambridge, she worked with leaders across disciplines, institutes, centres, departments, and colleges to refine strategy, manage partnerships, and maximize funding and impact.

Throughout her career, Wilson has maintained close ties to Queen's, serving on University Council and the External Relations and Development Committee of the Board of Trustees from 2017 to 2022.

Job Description

Reports to Vice-Principal (Advancement)

Strategic Leadership

- Collaborates with the Vice-Principal (Advancement) (VPA) and the advancement leadership team to develop and implement short and long-term strategic plans to maximize fundraising results across the leadership and major gift program(s).
- Acts as a key strategic partner to the VPA, contributing to the advancement and execution of campaign strategy, priorities, and performance goals across the development enterprise.
- Develops, implements, coordinates and monitors approved objectives, goals, and plans relevant to Development, ensuring a strong focus on moves management across the leadership and major gift pipelines.
- Leads efforts to further professionalize and accelerate development operations, strengthening consistency in portfolio management, forecasting, and moves management practices across teams.
- Acts as a lead strategist and advisor to Deans, Departmental Heads and senior university volunteers, providing expertise and leadership to strengthen performance, capacity, and results in major and leadership giving.
- Represents Queen's priorities in the context of an overall vision for Queen's and its' place in the world.
- Leads efforts to secure financial support from individuals, corporations, foundations, and government agencies through major and leadership gift strategies, with direct involvement in selected principal gift files.



- Advances an integrated campaign approach across major, leadership, and principal giving, ensuring alignment of donor strategies with institutional priorities and opportunities.
- Oversees major and leadership giving, faculty advancement, gift planning, corporate and foundation relations, prospect development, and donor experience programs to ensure strong program results.
- Works closely with Development Leaders and Deans/Departmental Heads to establish strategic plans for increasing philanthropic revenues advising on staffing models, priorities, and performance expectations.
- Ensures strong alignment and integration between faculty priorities, development initiatives, and institutional campaign strategies, working in close collaboration with the AVP (Campaign) to support coordinated execution across comprehensive and targeted campaigns.
- Provides strategic oversight on the fundraising pipeline for major and leadership giving, ensuring regular reviews and accountability for pipeline movement, trends, and barriers, including regular pipeline meetings.
- Works in close partnership with the AVP (Principal Gifts) to actively manage the full donor pipeline, ensuring seamless progression from major and leadership giving into principal gift opportunities.
- Continuously measures and analyzes data to identify issues around metrics, pipeline, portfolio, and performance, recommending innovative solutions and benchmarking strategies to enhance fundraising effectiveness in the major and leadership giving programs.
- Identifies fundraising barriers and works with managers to effect change that will enhance operations.
- Exercises influence across a complex, matrixed environment without direct authority, driving alignment, accountability, and consistency across faculty and central teams.
- Leads faculty development in change management for enhanced fundraising processes, systems, and tools.
- Serves as a trusted advisor, strategist, and faculty resource and liaison to donors, senior university officials, volunteers, and others to coordinate strategies and secure major, principal, and planned gift commitments.
- Identifies and advances opportunities to innovate and elevate development programs, building on a strong institutional foundation to drive the next phase of growth and philanthropic impact.
- Fosters a non-territorial, relationship-centric approach to philanthropy that encourages collaboration, flexibility, and responsiveness.
- Stays abreast of philanthropic developments, giving vehicles, and relevant legislation to maximize revenue.
- Ensures gifts are handled and recognized according to sound Advancement practices.
- Develops and maintains an in-depth knowledge of faculty/university activities, priorities and needs in both teaching and research.

Donor Engagement

- Serves as a highly visible, front-facing fundraising leader, engaging top donors, volunteers, and institutional leaders to advance priority initiatives and campaign opportunities.
- Manages a blended portfolio of major and selective principal gift prospects (rated \$5M+)
- Builds effective relationships with a diverse and broad range of influential and deeply engaged donors and volunteers who assist the university's mission and priorities with a goal of securing support.
- Leverages Queen's exceptional and highly engaged alumni community to identify, cultivate, and advance transformative gift opportunities.
- Acts as an ambassador for Queen's University and the Office of Advancement to internal and external audiences.

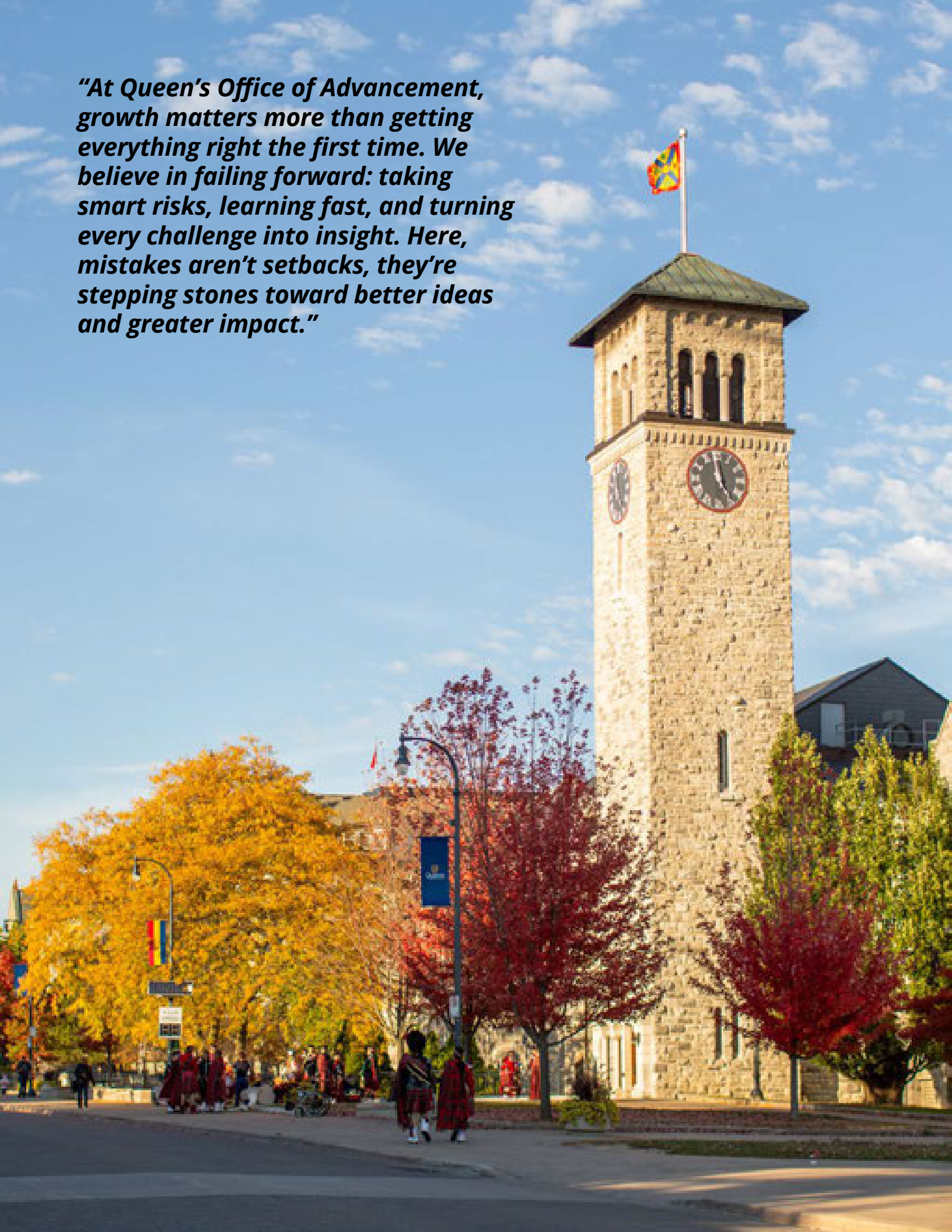
Team Leadership & People Management

- Develops an outstanding high-performing team with commitment to the principles of equity, diversity and inclusion.
- Cultivates and strengthens senior fundraising leadership across the institution, building depth of talent and capability while driving an uplift in philanthropic performance.
- Coaches, encourages and supports team members in achieving their goals and full potential.
- Establishes a culture of accountability, performance, and continuous improvement, aligned with campaign priorities and institutional goals.
- Holds faculty Development Leaders accountable for targets and metrics, updating Deans regularly on progress.
- Champions the adoption of consistent tools, metrics, and best practices across teams to enhance effectiveness and scalability of development operations.
- Models expected values and behaviours, demonstrating professional excellence and stewardship.
- Provides budget and staffing leadership for the Development Unit, including overseeing the unit's budget, and development and implementation of strategic and annual budget submissions.
- Regularly reviews effectiveness to identify the need for staff resources, participates in staffing committees, and makes decisions regarding employee selection.
- Manages individual and team performance by establishing performance standards; reviewing, monitoring and evaluating performance; and conducting formal talent and performance reviews.

- Supports the planning, prioritization, and management of work performed by direct reports, providing strategic and tactical advice, guidance and coaching.
- Assesses staff training and development needs, ensuring employees receive the necessary training to improve and sustain successful performance.
- Analyzes trends across teams and portfolios, tracking performance over time, and advancing recommendations around coaching and training opportunities.
- Investigates, addresses, and resolves employee/labour relations issues, including making decisions regarding disciplinary and discharge matters.
- Ensures adequate levels of central support are in place to implement the strategies of Development.



“At Queen’s Office of Advancement, growth matters more than getting everything right the first time. We believe in failing forward: taking smart risks, learning fast, and turning every challenge into insight. Here, mistakes aren’t setbacks, they’re stepping stones toward better ideas and greater impact.”



Person Specification

Required Experience and Qualifications

- Extensive leadership experience in successfully developing and overseeing institution-wide, multi-channel fundraising and engagement programs, with accountability for program performance, growth, and continuous innovation.
- Demonstrated success in managing a portfolio of major and principal gifts prospects with a view towards satisfying the priorities identified by the institution.
- Proven people leadership and human resources management experience including organizing, motivating and directing a large team of staff and volunteers to achieve objectives, carrying out diverse activities, and promoting inclusion and belonging in the workplace.
- Established track-record in strategy development and implementation; project planning; budget, forecasting and financial management; program analysis; and meeting objectives.
- Knowledge of wealth transfer strategies, gift planning vehicles including bequests, trusts, annuities, insurance and registered retirement funds as well as integrated and non-traditional gift plans, is essential.
- Significant experience working as part of a large and complex campaign leadership team.
- Clear understanding of and strict adherence to ethical fundraising standards.
- Demonstrated ability to effectively build and manage volunteer relationships that enhance and advance the interests of the university.
- Comprehensive understanding of the administrative and governance structures of complex organizations with multiple constituents.

Education and Credentials

- Bachelor's degree or higher required; consideration may be given to an equivalent combination of education and experience.
- Recognized or working towards the Certified Fund Raising Executive (CFRE) or equivalent accreditation preferred.
- A satisfactory Criminal Record and Judicial Matters Check required. Candidates residing outside Canada must provide an official police clearance or background check from their country of residence or any relevant jurisdiction, where reasonably available.
- A valid G-Class driver's license (or equivalent) and passport with no travel restrictions is required.

Critical Skills and Behaviours

- Inclusive, collaborative and inspiring leadership style.
- Adaptable change agent capable of translating strategic priorities into tactical activities.
- Caring mentor who leads by example, demonstrating a calm and measured approach.
- Deep understanding of and respect for the value and contributions of staff and volunteers.
- Strategic and collaborative integrator who seeks synergies and partnerships.
- Ability to identify optimal approaches to secure cooperation from campus partners.
- Highly motivated and results-driven individual able to set high standards and goals.
- Strong analytical, interpretative and problem-solving skills.
- Exceptional relationship builder, capable of cultivating long-term relationships with alumni, donors, and volunteers.
- Ability to align prospective donor interests with the University's strategic priorities.
- Poised, professional, and diplomatic, brings exceptional judgement, tact, maturity and discretion.
- Excellent verbal and written communication skills, with strong listening ability and influence.



Life in Kingston

Situated on the shores of Lake Ontario, at the gateway to the Thousand Islands and the UNESCO-designated Rideau Canal, Kingston offers something genuinely rare: the amenities, cultural richness, and intellectual energy of a larger city, paired with the warmth and accessibility of a waterfront community that is easy to love and easy to live in.

Home to almost 200,000 residents and three post-secondary institutions, the city has a character shaped by ideas, creativity, and a strong sense of place. Its iconic limestone architecture, vibrant downtown, and year-round calendar of festivals and events make it one of Canada's most distinctive small cities, and one that consistently punches above its weight. Kingston has been named one of the world's Top 7 Intelligent Communities and holds Full Intelligent Community Certification, an honour shared by only a handful of cities globally.

Day-to-day life here is uncommonly good. The city is highly walkable, commutes are short, and everything is close at hand - excellent restaurants, world-class museums and galleries, strong schools, and immediate access to waterfront parks and trails. Outdoor recreation is woven into everyday life: sailing on exceptional freshwater, over 60 kilometres of urban trails, and seven nearby provincial parks. Toronto, Ottawa, Montréal, and the US border are all within easy reach.

For many who make Kingston home, it is that rare combination of academic vibrancy, natural beauty, cultural depth, and genuine community spirit that makes the decision an easy one.

The City of Kingston is situated on the traditional homeland of the Anishinabek, Haudenosaunee, and Huron-Wendat peoples. Queen's University acknowledges their enduring relationship with this land and its responsibility as a steward of it.

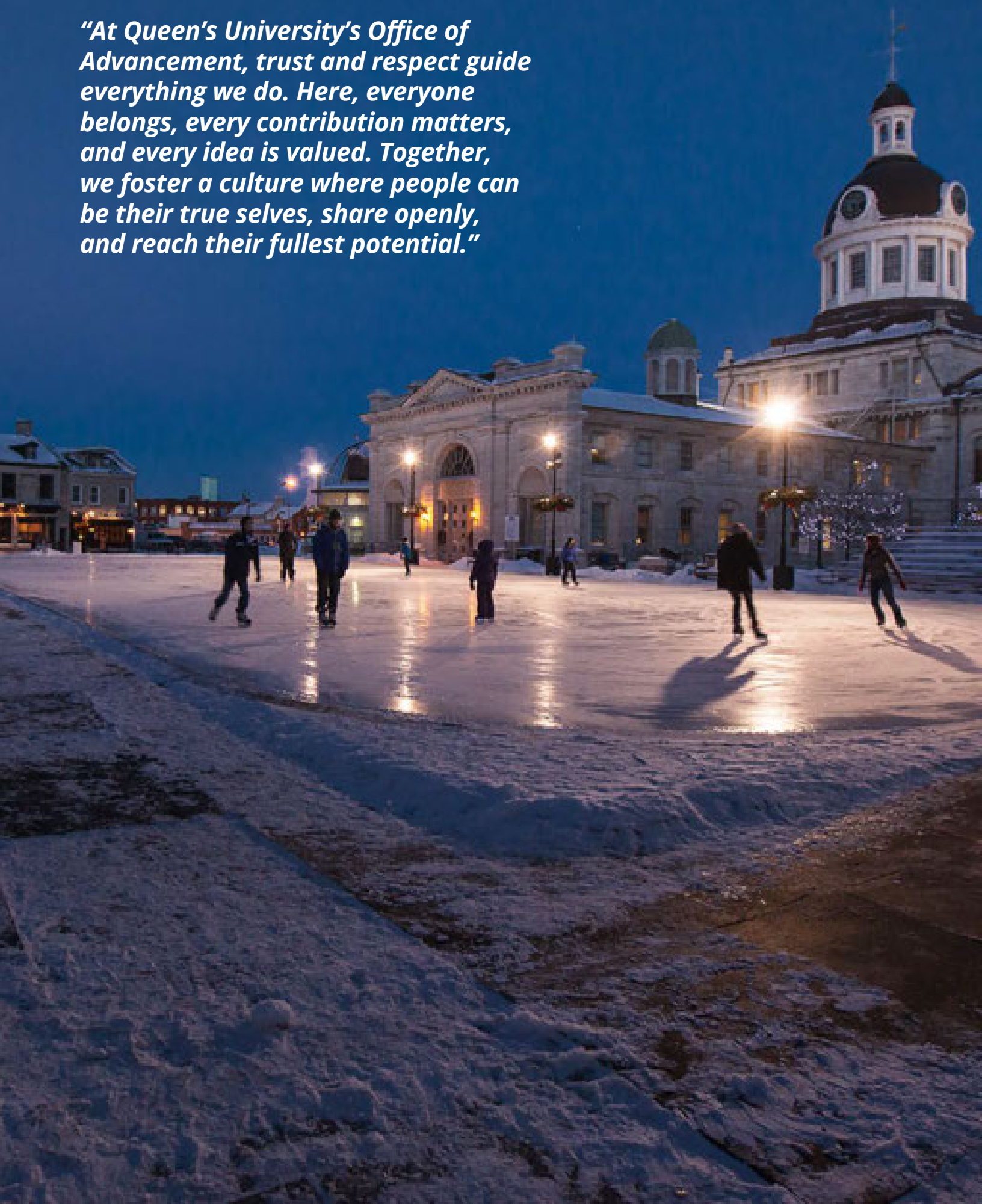
"Our people are our greatest asset. At Queen's, we believe that achieving your best work starts with balance. With our hybrid-first approach, great benefits, and time to focus on what matters most, you'll have the space to do meaningful work and enjoy the moments outside of it."



Learn more...

- Kingston Economic Development — Quality of Life
www.investkingston.ca/why-kingston/quality-of-life
- Arts, Culture & Food Scene
www.visitkingston.ca/10-reasons-to-visit-kingston
- Southeastern Ontario — Local Recommendations
www.southeasternontario.ca/articles/locals-recommend-31-things-to-do-eat-and-see-in-kingston

“At Queen’s University’s Office of Advancement, trust and respect guide everything we do. Here, everyone belongs, every contribution matters, and every idea is valued. Together, we foster a culture where people can be their true selves, share openly, and reach their fullest potential.”



Terms & Conditions

Salary:

\$200,000 - \$250,000 CAD

Job Type:

Permanent (Continuing)

Location:

Kingston, Ontario, Canada

This role may be eligible for a hybrid work arrangement. Candidates must be able to maintain a regular onsite presence as required by the position.

Please note that this position requires travel within and outside of Canada to meet with donors, alumni and volunteers, representing the University and the Office of Advancement to internal and external audiences.

Hours of Work:

35 per week

Probationary Period:

The first 6 months of active employment will be a probationary period. Active employment means days actually at work in the appointment.

Pension:

Queen's University is a participating employer in the University Pension Plan Ontario ("UPP"), a defined benefit, multi-employer jointly sponsored pension plan. For more information on the UPP please visit the UPP website: <https://myupp.ca>.

Queen's is pleased to provide competitive benefit plans designed with the health and well-being of our staff, faculty, and their families in mind. To learn more visit: www.queensu.ca/humanresources/employee-resources/benefits

"At Queen's Office of Advancement, we support your growth every step of the way. Whether through workshops, certificate programs, tuition support, or career-focused opportunities, we give you the tools to learn, grow, and make an impact - for yourself and our community."

How To Apply

Constellate Global Talent has been retained to conduct this search on behalf of Queen's University. To ensure full consideration, applications should be submitted by **11:59pm EST on August 9 2026**. The posting will remain open, and applications received after this date may be considered until the position is filled. Candidates must submit a résumé and letter of interest via the [Queen's University CareerQ employment portal](#). For more information, please [contact info@weareconstellate.com](mailto:info@weareconstellate.com). All inquiries and applications will be held in strict confidence.

In accordance with Canadian immigration requirements, Canadian citizens and permanent residents of Canada will be given priority, including any qualified individuals who have a valid legal work status in Canada. Please indicate in your application if you have a valid legal work status in Canada. Applications from all qualified candidates will be considered in the applicant pool.

The Office of Advancement at Queen's is committed to embodying the principles of Indigenization, Equity, Diversity, Inclusion, Accessibility and Anti-Racism (I-EDIAA). As an employer, we value equitable opportunities and are working to nurture a culture of inclusion and belonging for all. Additionally, we encourage candidates from equity-deserving groups and those with lived experience of marginalization and oppression (including Indigenous, Black and People of Colour, Women, 2SLGBTQIA+ and Persons with disabilities) to apply. For more information, visit our Human Rights and Equity Office Website: www.queensu.ca/hreo.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). We seek to provide an inclusive and barrier-free work environment, beginning with the recruitment process and provide accommodations as needed for applicants with disabilities. If you require an accommodation throughout any stage of the recruitment process, please email advhr@queensu.ca.

Research indicates that some individuals only apply if they are a 100% match to the required criteria. If you are passionate about our mission and think you have what it takes to be successful in this role even if you don't check all the boxes, please apply. We'd appreciate the opportunity to consider your application.



Constellate

GLOBAL TALENT