



TD Insurance Meloche Monnex Fellowships in Advancement

2024 Application Package



TD Insurance

Overview & Selection

2023 marks the 25th year of TD Insurance Meloche Monnex Fellowships in Advancement. CCAE is deeply thankful to TD Insurance Meloche Monnex for their commitment to the Fellowship program, and their efforts to increase growth in the ever evolving educational advancement sector.

Up to, two TD Insurance Meloche Monnex Fellowships in Advancement are awarded annually, on merit, and will be allotted with due consideration given to geographic and linguistic diversity. The Fellowships are held for a maximum of 12 months. Total value of each one-year Fellowship is \$37,500. TD Insurance Meloche Monnex, through CCAE, will provide this amount to the selected member institution. Of this amount, \$32,500 will be paid as a stipend to the recipient, and \$5,000 that will be used by the institution to defray conference, travel and training costs for the recipient. Additional funds provided to the recipient are at the discretion of the host institution.

Who can apply?

Any member institution from independent schools, universities, colleges, institutes, polytechnics & cégeps in good standing of CCAE that is willing and able to assume the responsibilities of acting as a host training institution.

Application Deadline

All application forms, supporting documents and letters of reference must be sent and received via email, by Thursday December 14, 2023. For more information contact: Mark Hazlett, President & CEO, CCAE fellowships@ccaecanada.org.

Basis of Selection

The Selection Committee will be looking for qualities of intellect, character, aptitude and (to a lesser extent) relevant experience in candidates. The TD Insurance Meloche Monnex Fellowships in Advancement will be awarded to candidates whose personal qualifications and experience are judged to be those best suited to work in the field of educational advancement. Strong consideration will also be given to the host institution's proposed project and training program. In the event that there are less than 5 applicants, the committee reserves the right to award less than 2 Fellowships.

Selection Committee

The Selection Committee will include at least five members: a Chair; one representative from the CCAE Board; a senior advancement professional from one of the previous host institutions; and two additional members selected from the membership of CCAE. A representative from TD will sit as an observer on this Committee.

After the initial screening of applicants, a short list of candidates may, at the discretion of the Committee, be interviewed prior to the final selection. Applicants will be advised of final selections by January 26, 2024.

Procedures after Selection

All Fellowships begin no later than June 1. Postponements or advancements may be arranged in exceptional circumstances. Should a Fellowship candidate withdraw from the program after having been selected, no substitution of candidate will be allowed. The Selection Committee may select another institution and candidate from the original applications.

Conditions of eligibility for the candidate

- At the time of application, the candidate must be a Canadian citizen or have obtained permanent residency status in Canada.
- At the time the Fellowship is assumed, the Candidate must have completed all requirements for a diploma or degree from an accredited Canadian independent school, university, college, institute, polytechnic or cégep within the past five years, e.g., between 2018 and 2023 and/or that is scheduled to graduate by Spring of 2024.
- The Candidate must not have held a full time, permanent position in institutional advancement prior to application (contract positions are acceptable).
- The Candidate agrees to submit to CCAE one mid-term report (November 30th) and one final report at the completion of the program (May 31st)
- The Candidate agrees to attend 2 CCAE National Conferences: for the presentation of the Fellowship at the beginning of the term and for a report on the Fellowship at the end of the term. The host institution is responsible for arranging for its Fellowship holder to attend these sessions and the conferences.
- The Candidate will provide all information requested in the candidate application form.

Conditions of eligibility for the host institution

- The host institution agrees to host a Fellowship recipient for a twelve-month period, during which time the recipient will rotate through at least two areas of institutional advancement (including alumni relations, development, communications, government relations, and student recruitment). These may include two specific areas within an advancement discipline – such as major gift fundraising and annual fundraising; social media programs for alumni and developing alumni events; publications creation and work with news media, etc.
- The host institution agrees to develop and submit an application with a detailed program outline of the assignments to be covered in the 12-month period. This outline will clearly articulate what the institution can and will provide to the recipient and what it expects from the recipient. The application should also include a professional development plan, two letters of reference and clear and concise budget.
- The host institution agrees to appoint a senior staff member to oversee the recipient's training program and ensure appropriate implementation and follow-up.
- The host institution agrees to maintain ongoing contact with CCAE's President & CEO and to report on the progress of the recipient's program. The host institution will also ensure the recipient submits one mid-term report (November 30th) and one final report at the completion of the program (May 31st) as required to CCAE.
- The host institution agrees to provide the recipient with relevant resource materials and a variety of professional development opportunities including attendance at two CCAE national conferences – one at the beginning and one at the end of the term.
- The host institution will ensure the candidate meets all criteria, in particular with respect to eligibility to work in Canada and educational requirements.
- The host institution will not submit an application for a Fellowship if it has held a TD Insurance Fellowship award in the year of, or the year immediately prior to, the current application.
- The institution will provide all information requested in the host institution application form.

Application Instructions

The host institutions senior advancement professional selects one candidate to submit to the Selection Committee and ensures the candidates eligibility.

All applications must include:

COMPLETED BY THE CANDIDATE

- [The candidate application form](#) including the 2 essay questions (maximum 500 words each).
Candidates must use the supplied application form, not a customized version.
- A cover letter outlining your qualifications to become a TD Fellowship recipient, including why you are passionate about advancement, and why you want to pursue a career in advancement.
- A detailed resume outlining key areas of: work experience, principal activities, volunteer activities, all honours and awards. (one page maximum). **Ensure you showcase yourself including all applicable experience and skill sets. The selection committee is seeking a full resume, not an academic listing.**
- **NEW:** A maximum 90 second video detailing in your own words why you are applying for the Fellowship and what value it would bring to you personally. For details on video see the [video guidelines](#).

COMPLETED BY THE HOST INSTITUTION

- [The host institution application form](#)
- A detailed program outline to be completed by the host institution that includes:
 - work to be covered* and how this aligns to the candidate's passion and reasons for applying for the Fellowship
 - a professional development plan and how this aligns to the candidate's passion
 - a budget - all applications must include a clear and concise budget of Fellowship monies used and any additional institutional monies that will be used.
- Two letters of reference (one from an institutional representative, and one from an external representative) recommending the candidate for the Fellowship

*Projects submitted for candidates must show clear expansion of existing responsibilities, new projects and/or program changes. Projects submitted for a Fellowship cannot be extensions of current projects.

Submitting your application

Compile and package all necessary information and supporting documents into one PDF file named as follows, INSTITUTIONNAME_CANDIDATENAME_TD2024.pdf and send to fellowships@ccaecanada.org by December 14, 2023.

For your convenience an [application checklist is located on page 11](#) to ensure you have everything required for a successful application.

For more information contact: Mark Hazlett, President & CEO, CCAE
Email: fellowships@ccaecanada.org Phone: 506-471-1531

Video Guidelines

New this year the selection committee requires a video piece as part of the Fellowship submission package. The purpose of the video is to answer the following question in your own words:

WHY YOU ARE APPLYING FOR THE FELLOWSHIP AND WHAT VALUE IT WOULD BRING TO YOU PERSONALLY?

Video length: 90 seconds maximum

Video file format: .mp4 or mV4

Recording format: Use a cloud recording platform (Zoom, Teams etc.) - videos shot on laptops using the built in camera and microphone, have better quality than cell phone or tablet devices. Or (if available) have the video recorded via your institutional AV or Marketing team.

CCAEC and TD Insurance understand that candidates may not have professional audio and video teams available. Videos will not be reviewed based on quality or production value. The content of the message is the focus, and includes the professionalism of the candidates demeanor when speaking. Should the candidate require additional technical assistance or accessibility requirements please contact CCAEC at fellowships@ccaecanada.org.

DO:

- Express your intent regarding the Fellowship application by answering the question above.
- Speak clearly and concisely.
- Showcase yourself in good lighting and dress in a professional manner.
- Save your file and upload to a cloud platform or video service and include the URL of the video within the [Candidate application form](#).

DO NOT:

- Generalize or use institutional language in your video message. This is to be spoken from your authentic voice, and answer the question using specific information.
- Record your video in a dark or poorly lit space.
- Wear casual or inappropriate attire within the video.
- Exceed the 90 second time maximum.
- Wear a head set during the recording.

TD Fellowship Candidate Application (pg 1/3)

Candidate First Name

Candidate Last Name

Candidate Address

Candidate City

Candidate Postal Code

Candidate Province

Candidate Email Address

Candidate Phone Number

Host Institution Name

Senior Advancement Officer at Host Institution

Video URL

TD Fellowship Candidate Application (pg 2/3)

What do you consider to be the most serious issue(s) facing Canadian educational institutions today?
(500 words maximum)

TD Fellowship Candidate Application (pg 3/3)

How can/should advancement departments (alumni relations, fund raising, communications departments) support the mission of Canadian educational institutions? (500 words maximum)

TD Fellowship Host Institution Application (pg 1/2)

Candidate First Name

Candidate Last Name

Host Institution Name

Senior Advancement Officer Name

Senior Advancement Officer Address

Senior Advancement Officer City

Senior Advancement Officer Postal Code

Senior Advancement Officer Province

Senior Advancement Officer Email Address

Senior Advancement Officer Phone Number

Senior Advancement Officer Fax Number

TD Fellowship Host Institution Application (pg 2/2)

Statement of support for the candidate covering the following points:
(500 words maximum)

1. The candidate's experience and qualifications to be a TD Fellowship recipient
2. The candidate's most outstanding relevant accomplishments
3. How this candidate will fit into your advancement team and what you expect their major contributions to be

Application Checklist

- ☐ Host institution confirms candidates [eligibility](#)
- ☐ [Candidate application](#) completed by the candidate
- ☐ [Candidate cover letter and resume](#)
- ☐ [Candidate video](#) (90 seconds maximum)
- ☐ [Host institution application](#) completed by the Senior Advancement Officer at the host institution
- ☐ [Detailed program outline](#) completed by the host institution
- ☐ [2 letters of reference](#) recommending the candidate (one from an institutional representative & one from an external representative)
- ☐ All above applications and supporting documents compiled in one PDF file named as follows:
INSTITUTIONNAME_CANDIDATENAME_TD2024.pdf
- ☐ The compiled PDF sent to fellowships@ccaecanada.org no later than December 14, 2023