Summary

The Director of Advancement oversees the Advancement Team and serves as a member of the St. Margaret’s School Strategic Leadership Team. Both these teams actively promote and apply the school’s vision, mission and values.

Specifically, this position has oversight for the development and implementation of all fundraising initiatives with the objective of securing ongoing, sustained revenue for the School. The Director will develop stewardship strategy and manage priorities, goals, and budgets - they will research, identify and engage with potential donors and other sources of potential revenue, including government/corporate grants and other opportunities available to not-for-profit organizations.

This position oversees alumnae relations with the goal of building and sustaining strong relationships with all alumnae and supporters through a variety of means. This role includes developing a strong advancement team, including the Annual Fund & Alumnae Relations Manager, and the Advancement Assistant. The Director of Advancement works collaboratively with colleagues in marketing and communications, enrolment management, and the leadership team and is expected to inform all staff about the advancement goals and progress and encourage their participation in Annual Giving.

Duties and Responsibilities

- Actively support the vision, mission and values of St. Margaret’s School.
- Build a philanthropic culture that will further advance the strategic initiatives of the school.
- Develop, plan and execute a comprehensive fundraising program to fulfill all fundraising commitments annually in support of advancement priorities, including but not limited to the Capital Campaign, Endowment, Major Gifts, Annual Giving and Planned Giving.
- Organize and supervise the integration of all Advancement programs (fundraising, alumnae relations, donor stewardship, corporate partnership, community relations, communications and archives.
- Ensure the timely identification, cultivation, solicitation, and stewardship of donors and prospects. Recommend and manage individualized strategies for prospects and donors and engage with them through a variety of ways.
- Work closely with the School’s Leadership Team to optimize all Advancement activities and collaborate with other departments in the School to develop and execute fundraising
strategies/programs that will increase engagement with and participation by internal and external donors. This includes the planning and coordination of fundraising events.

- Create fundraising goals and implement effective strategies that allow for continuous improvement in donor participation rates.
- Develop quarterly plans for alumnae engagement, donor relationships, major and minor fundraising campaigns. Identify goals, monitor outcomes, and develop reports for Head of School and Board of Governors on a monthly basis.
- Solicit major gifts personally or with Campaign Volunteers and serve as a key contact for all prospective donors, community organizations, parents and families, alumnae and media in support of Advancement priorities and goals.
- Create an effective Advancement Team and ensure the Team meets annual targets through training, coaching and mentoring. This includes providing direction and support to the Team members to assist in their professional development.
- Attend school and community events as required, engaging with and delivering presentations to various groups within the SMS community and beyond as needed.
- Introduce philanthropy to the Grade 10 through 12 classes and build strong relationships with the Grade 12 graduating class and alumnae.
- Develop a St. Margaret’s “Volunteer/Ambassador” program to further school initiatives, as appropriate.
- Provide support in the development of fundraising collateral materials.
- Provide guidance to the Board of Governors and the Parent Auxiliary regarding Advancement initiatives - support the Chair and Members of the Board Advancement Committee in the recruitment, training and orientation of volunteers to support campaign initiatives.
- Oversee and monitor the Advancement operating budget and ensure fiscal responsibility.
- Prepare annual stewardship reports for donors.
- Oversee and ensure the maintenance of the database of fundraising activities.
- Maintain current knowledge of CRA - charitable giving and privacy rulings and regulations, including upholding the School’s Privacy Policy in all matters relating to the Advancement Office.
- Ensure the Advancement Office policies and procedures are maintained at a high standard. This includes providing timely letters of appreciation to donors, accurate issuance of tax receipts, ensuring the donor database remains current.
- Participate in ISABC, CAIS and other collaborative and professional development opportunities as appropriate.
- Provide a high level of service and support to the Head of School, including the management of all briefings and event plans for the Head’s development activity.
- Perform other duties as requested by the Head of School.

Qualifications

Requirements

- A university degree: CFRE qualifications preferred.
- 7+ years of fundraising experiences and demonstrated success including fundraising for a capital or endowment campaign.
- Superior EQ skills in self-awareness, self-management, social agility, empathy, impact and influence, mastery of purpose and vision.
- Demonstrated leadership and senior management ability.
- Knowledge of independent school and/or working in an educational setting.
- Developed competencies in the area of impact and influence through relationship building and networking.
- Willingness and ability to travel.

**Skills & Experience**

- Energy, vision, creativity and team building skills
- Ability to organize multiple priorities and conflicting deadlines
- Ability to maintain a high level of integrity and professionalism
- Ability to be innovative and think outside the box regarding creative strategies to engage prospective donors and supporters for the School
- Excellent interpersonal, public relations and presentation skills
- Exceptional and persuasive written, oral and presentation skills, with a strong customer focus
- Ability to collaborate with a wide variety of stakeholders
- Proficiency with data base management and the use of Raiser’s Edge NXT, Microsoft Office Suite, Adobe Acrobat, and Google Docs

Interested candidates are invited to submit an application package, which includes a covering letter, curriculum vitae and professional references, quoting the **Posting #1920039** to:

careers@stmarg.ca

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St. Margaret’s School
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Email: careers@stmarg.ca