



ST. MARY'S ACADEMY IS A GRADES 7–12 CATHOLIC GIRLS' SCHOOL IN THE TRADITION OF THE SISTERS OF THE HOLY NAMES OF JESUS AND MARY.

Career Opportunity

Director of Advancement & Alumnae Relations

Start Date: April 16, 2018

Position is full-time

The Director of Advancement and Alumnae Relations is delegated by the President as the team leader in the Advancement and Alumnae Relations Office. The Director provides leadership and management of the direction, planning and execution of fundraising and development related to activities for the Academy, including supervision of development staff and volunteers. The Director of Advancement and Alumnae Relations is also responsible for maintaining and enhancing effective community relations and for promoting a positive image of the Academy to internal and external constituencies.

The Director of Advancement and Alumnae Relations reports to the President of St. Mary's Academy.

Specific Responsibilities

- Develop and implement a long-range strategic plan of institutional and educational advancement for the Academy in consultation with the President and the SMA Foundation Board of Directors.
- Plan, develop and execute strategies for obtaining donations; identify, cultivate and solicit major gift prospects (individuals, corporations and foundations), with the Development Committee.
- Identify and utilize resources including volunteers, faculty, staff, print and web-based publications to identify linkage ability and interest of major gift prospects.
- Organize and direct all development related activities such as annual giving campaigns, major gifts and donor relations, planned-giving programs, event sponsorships.
- Develop strategies to encourage regular giving by alumnae with a systematic plan to identify, cultivate, solicit and steward alumnae to maintain and upgrade donations with emphasis on bursary support.
- Manage a systematic plan to identify, solicit, steward, maintain and upgrade annual giving donors.
- Provide for on-going promotion of planned giving opportunities. Collaborate with school staff and external advisors in completing gift arrangements which require tax or estate planning.
- Implement a program of donor cultivation and provide stewardship in recognition of donor philanthropy by way of special events, receptions, school tours and external visits.
- Manage, plan and administer the Advancement office annual operating budget. Work with the Controller of the Finance Office to ensure accurate recording and reporting of fundraising revenues and expenses.
- Supervise the maintenance of the constituent data base, Raiser's Edge, to ensure accurate information and record keeping.
- Supervise and assess Advancement Office staff.
- Collaborate with the Director of Communications and Marketing in the development of materials to support solicitation and the cultivation of donors, and to promote alumnae relations.
- Assist with all communication activities that support relationships between the Academy and its constituencies; board members, parents, alumnae, donors and friends.
- Work in close cooperation with SMA Foundation Board of Directors, Chair of the Development Committee, and the President. Prepare Advancement report for meetings of the SMA Foundation Board of Directors.
- Support the academic leadership team in all external relationship building with a variety of constituencies; board members, parents, alumnae, donors and friends.
- Participate actively in the life of the school through its programs and activities and complete other activities as assigned by the President.



Preferred Qualifications

- Familiarity and adherence to the mission of St. Mary's Academy and the vision of the Sisters of the Holy Names of Jesus and Mary.
- Post-secondary education.
- Experience in charitable sector fundraising, with knowledge and a proven track record in major gift, annual fund development and solicitation of sponsorships for events.
- Strong organizational and time management skills.
- Knowledge of the technical aspects of data base management, specifically Raiser's Edge.
- Leadership, management and administrative skills that motivate and build support staff and volunteer competencies.
- Strong written and verbal communication skills, including a positive online presence.
- Demonstrated commitment to the principles and culture of philanthropy.

Summary

This is a full-time position, 37.5 hours per week, requiring flexibility to attend events and activities that support the advancement, development and marketing objectives of the Academy.

How to apply

Submit cover letter and résumé to Connie Yunyk, President, at cyunyk@smamb.ca.

Application Deadline

Wednesday, March 14, 2018

We thank you for your interest in St. Mary's Academy. Only applicants considered for an interview will be contacted. All applications will be held in confidence.