



Trafalgar Castle
School

At **Trafalgar Castle School**, our goal is to lay the foundation for your daughter's future, and give her the tools to carve out her own destiny. We offer an unparalleled curriculum delivered in an atmosphere of support from her teachers and peers alike. Our castle is a place like no other – one that cultivates skills, ignites curiosity and brings your daughter into her own, whether she is an artist, an athlete, an intellectual, or a little of each. Capable and confident, our graduates are exceptional young women who know without question - their possibilities are endless.

Located just east of Toronto in Whitby, Ontario, **Trafalgar Castle School** provides a rich learning environment for academic and personal growth and development of young women. With a current enrolment of over 200 day and boarding students from Grades 5 to 12, our community offers a vibrant and diverse atmosphere.

Our school is a community – small, close-knit, supportive and spirited. Our teachers go above and beyond, wear many hats, and get to know every girl by name. They participate in a school-wide camp adventure every fall, don silly outfits on Spirit Days, and engage students in meaningful and authentic learning, both in and outside the classroom. Together, we work hard, support each other, and aren't afraid to ask ourselves how we can do better. We may be small, but we're definitely mighty!

We are currently seeking to fill the role of:

Advancement Officer

The Advancement Officer reports to the Head of School and is responsible for the Annual Fund, other fund raising and donor relations.

Highly organized with excellent communications and interpersonal skills, the Advancement Officer demonstrates creativity and out-of-the-box thinking to develop an annual giving program and to forge long-lasting relationships with donors. The ideal candidate has the ability to work both independently and collaboratively, exercising professionalism, tact and good judgement in dealing with different constituent groups. Working with students, staff, parents, alumnae and the broader community, the Advancement Officer possesses authenticity, warmth, a sense of humour, the ability to unite and energize people around a shared school vision, and a passion for philanthropy.

RESPONSIBILITIES AND PERFORMANCE REQUIREMENTS:

- Oversee the development and coordination of the Annual Fund
- Meet with new and existing families to explore giving opportunities
- Develop Case for Support presentations, working with staff and faculty
- Track and report the disbursement of designated funds
- Steward donors and ensure good donor relations
- Plan and oversee donor events and other advancement activities
- Undertake prospect research
- Work with the Head of School on major gifts
- Handle receipting for all donations
- Oversee the development of a comprehensive donor database
- Work with the Marketing, Communications & Alumnae Coordinator to ensure the maintenance of alumnae records and the coordination of alumnae giving

KNOWLEDGE, SKILLS AND ATTRIBUTES:

- Database experience, Blackbaud (Raiser's Edge) preferred
- Familiarity with the Google Apps Suite
- Demonstrated understanding of donor relations
- Knowledge of CRA guidelines around charitable giving
- Event planning experience
- Resourceful and flexible, with a good sense of humour
- Ability to work independently with a "no job is too small" attitude
- Thrives on the challenge of producing "big" results with "tiny" resources
- Knowledge of the independent school community or non-profit sector

EDUCATION AND EXPERIENCE:

- Post-secondary degree or diploma
- Minimum 3 years' experience in advancement and fund-raising

Interested candidates should submit a resume and cover letter to:

Peggy Watt, Human Resources Manager

Trafalgar Castle School

401 Reynolds Street, Whitby, ON L1N 3W9

Email: careers@trafalgarcastle.ca

Trafalgar Castle School thanks all interested candidates, however, only those selected for an interview will be contacted. **Trafalgar Castle School** is committed to providing accommodations for persons with disabilities. If you require accommodation at any stage during the recruitment process, please contact Human Resources so that we may work with you to meet your needs. As a condition of employment, successful candidates will be required to submit a current original Vulnerable Sector Screening from the police jurisdiction in which they reside prior to commencing employment.

For further information, please visit us online at: www.trafalgarcastle.ca.