



Trafalgar Castle School

TITLE: Development Officer
STATUS: Full Time, Permanent
REPORTS TO: Executive Director of Community Development and Engagement
CLOSING DATE: December 23, 2021

Summary of Position

Trafalgar Castle School is an all-girls' day and boarding school situated in Whitby, Ontario. We've been around a long time (est. 1874) and may be small in size but we're big in heart and even bigger when it comes to bold ideas.

We're looking for a Development Officer to strengthen community engagement and build authentic relationships. The ideal candidate will have excellent communication and organizational skills, with a strong ability to form genuine relationships with others. Reporting to the Executive Director of Community Development and Engagement, this position will be an important member of the team.

You have:

- A post-secondary degree or diploma
- Three to five years of experience working in fundraising with preferred experience in an educational setting
- Experience working with Raiser's Edge

You are:

- Warm and friendly, able to form and maintain relationships with parents, students, alumnae, and others
- A sense of humour, flexible, creative, ethical
- An innate ability to stay organized
- Able to engage members of the School's board, parents, students, staff and faculty in assisting with fundraising
- Excellent written communication and presentation skills
- Ability to work flexible hours with some evening and weekend duties
- Occasional travel required
- A belief in girls' education and commitment to the School's mission, vision and values

What you'll be doing:

- Engage our community in thinking bigger about philanthropy both in terms of gifts and culture



Trafalgar Castle School

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- Strengthen community engagement and build authentic relationships
- Grow the Annual Fund and broaden our community of donors
- Plan, execute and evaluate a strategy for an effective Annual Fund program in coordination with the Executive Director
- Meet with new families to discuss charitable giving opportunities at Trafalgar
- With the staff volunteer, manage the Staff Campaign
- With the Marketing and Communications team, develop print, web and electronic materials to support initiatives and build awareness within the school community
- Produce written proposals, presentations and impact reports for donors and prospects and participate in the production of the Annual Report
- Administer donor agreements and pledges
- Develop and execute of donor stewardship plans
- Maintain accurate moves management records in Raiser's Edge (RE) across programs
- Provide ongoing updates and general maintenance of the Donor Recognition Program
- Manage all aspects of the Advancement database (RE) including: data entry and integrity; research; preparation and production of reports; receipting, mailing lists and database policies and procedures; in collaboration with IT, software updates and maintenance
- Generate thank-you letters, pledge reminders and Annual Fund reports
- Prepare batch deposits, monthly/yearly reconciliations, receipt reports and manage annual audit requests in conjunction with the Finance Department
- Plan and implement activities and events to create a culture of giving amongst students
- Plan and implement activities events that allow for interaction with current and prospective donors
- Assist Marketing, Communications and Alumnae Coordinator with events and activities involving alumnae

Here's what we offer:

- Working in a Castle! You'll see when you get here, it's a beautiful place to be
- Competitive salary
- Free parking
- Lunches provided (taxable benefit)
- RRSP Matching
- Summer Hours
- Half-day Fridays prior to long weekends
- Discounted tuition for children of staff
- Ability to work remotely
- Really great colleagues who do fun things together
- A welcoming and vibrant school community



Trafalgar Castle School

Please submit your covering letter and resume by Thursday December 23, 2021 to careers@trafalgarcastle.ca

Trafalgar Castle is committed to fostering an inclusive, diverse and respectful environment where everyone feels they belong. We welcome and encourage qualified applicants who share our commitment. We are also committed to providing accommodations for persons with disabilities. If you require accommodation at any stage during the recruitment process, please contact Human Resources at careers@trafalgarcastle.ca 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 the health and safety of our staff and students, our School has made COVID-19 vaccinations mandatory. Proof of being fully vaccinated against COVID-19 with a vaccine approved by Health Canada is a condition of employment.

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