



# Trafalgar Castle School

**TITLE: Development Officer**

**STATUS: Full-time**

**REPORTS TO: Executive Director of Community Development and Engagement**

**DATE: September 17, 2021**

***GOAL:** To develop and grow our parent, alumnae and community engagement in support of Trafalgar Castle School's strategic vision.*

We're looking for a Development Officer to join our team. We believe in investing in and supporting our staff and hope to find that special person who wants to learn and is open to making a career at our beautiful Castle. We need someone who is driven, who sets their eye on the prize and goes for it, but who does so with an understanding of and respect for our mission, vision and values. If you have a passion for learning, a collaborative spirit, team mentality and a great sense of humour, we want to hear from you!

Reporting to the Executive Director of Community Development and Engagement, the Development Officer is responsible for developing and executing fundraising strategies and activities to increase active stakeholder engagement with the School, to build strong and lasting relationships and to increase awareness of the value of annual fund giving.

## **RESPONSIBILITIES AND PERFORMANCE REQUIREMENTS:**

- Engage our community in thinking bigger about philanthropy both in terms of gifts and culture;
- 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; and
- Assist Marketing, Communications and Alumnae Coordinator with events and activities involving alumnae.

#### **INTERPERSONAL SKILLS:**

- 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; and
- A belief in girls' education and commitment to the School's mission, vision and values.

#### **EDUCATION AND EXPERIENCE:**

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

## 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;
- Flexible schedule;
- Free parking;
- Lunches provided (taxable benefit);
- Really great colleagues who do fun things together;
- An Employee Recommended Workplace, recognized by The Globe & Mail and Morneau Shepell survey; and
- A welcoming and vibrant school community.

If you think you're the right person for the job, please send a covering letter and resume by **Monday, September 27, 2021** to [careers@trafalgarcastle.ca](mailto:careers@trafalgarcastle.ca).

**Trafalgar Castle School** 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](mailto: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 further information, please visit us online at: [www.trafalgarcastle.ca](http://www.trafalgarcastle.ca).