



# Trafalgar Castle School

**TITLE: Advancement Officer**

**STATUS: Full-time**

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

Trafalgar Castle School is an all-girls, independent day and boarding school for Grades 4 through 12. Located in Whitby, Ontario (close to the GO Station), we are a warm, diverse and progressive community who offers exceptional academics and prepares young women to make a difference in the world.

We're looking for an Advancement 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 Advancement 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;
- Assist in target setting, identifying priorities and managing direct mail campaigns;
- 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 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; mailing lists and database policies and procedures; in collaboration with IT, software updates and maintenance;
- Plan and implement activities and events to create a culture of giving amongst constituents; and
- Assist with events and activities aimed at engaging 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 alumnae in assisting with fundraising;
- Excellent written communication and presentation skills;
- 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 is an asset.

### **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 and a comprehensive benefits package;
- Free parking;
- Lunches provided (taxable benefit);
- Summer hours
- RRSP matching
- Really great colleagues who do fun things together;
- 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 **March 29, 2023** 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. The successful candidate will join a community that embraces diversity, including differences in colour, race, religion, national or ethnic origin, gender, and sexual orientation. We welcome candidates with the skills, and experience to successfully engage within diverse communities.

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).