



**THE BISHOP STRACHAN SCHOOL**  
*Girls can do anything*

Internationally acclaimed for its unique environment and expertise in the particular learning needs of girls, BSS has built a reputation as an undisputed leader in education. Offering a challenging, lively and creative atmosphere and a roster of uniquely qualified faculty and staff, each girl is surrounded by a community that encourages her to find her passion and pursue her dreams. The 21<sup>st</sup> century school must provide the tools, technology and innovation that students require in order to thrive in their post-secondary pursuits and beyond. BSS prides itself on offering that environment along with a caring, compassionate atmosphere that supports the girls, and encourages them to embrace those values in their view of the world beyond our doors.

**ASSOCIATE, MAJOR GIFTS AND PLANNED GIVING**  
**13 Month Contract Beginning July 19, 2010**

**Reports to:** Executive Director of Development

**Liaises with:** Development Team

**Summary of Position:**

The Associate, Major Gifts and Planned Giving is a key member of the Development team working under the direction of the Executive Director of Development and in partnership with senior administrators of the School, as well as Foundation Trustees, Governors and key volunteers. In the coming year, the School will move into an exciting new Strategic Planning phase and this position offers a unique opportunity to work with one of Canada's leading educational institutions in crafting and seeking support for innovative 21<sup>st</sup> century learning initiatives.

The position will be responsible for developing and implementing all major gift and planned giving strategies related to the School's priorities. The successful candidate will be an experienced fundraising professional who enjoys building strong and nuanced relationships with key donors and volunteers and who has a demonstrated ability to secure gifts at the \$25,000 level and above.

**Specific Accountabilities Include:**

- Works with the Executive Director of Development, researches, develops and manages a portfolio of major gift donors and prospects.
- Develops strategies for cultivation and solicitation of leadership and major gifts, including: determining ongoing relationships; recommending specific purpose and level of gifts; identifying those to be involved in cultivation and subsequent solicitations.
- Develops, implements and evaluates the BSS planned giving program, including stewardship of current donors.
- Works with the Executive Director of Development, researches and creates proposals for major gifts prospects.
- Co-ordinates an effective program for recognition, involvement and stewardship of major and special gifts donors in coordination with the Associate, Communications and Stewardship, and as approved by the Executive Director of Development.
- Works closely with the Annual Fund program and Old Girl alumnae programs to enhance major gift and planned giving support.
- Actively seeks out opportunities to be involved in the community and acts as an ambassador for philanthropy to BSS.
- Keeps current on programs and faculty/research/student initiatives at the School.
- Maintains membership and participates in the Canadian Association of Gift Planners and Association of Fund Raising Professionals and CAIS.
- Other related responsibilities as assigned by the Executive Director of Development.

**Skills & Experience & Attributes:**

- Five or more years of successful major gift fundraising, preferably in education and two or more years of volunteer management experience.
- Bachelor's Degree or equivalent combination of major gifts and planned giving training and experience.
- Extensive experience working with volunteers and an ability to understand the needs and interests of major donors in order to optimize relationships between them and the School.
- Ability to see and understand the objectives of the major gifts group, the annual giving group, Old Girl relations and alumni programs and the Development Department, and to integrate the major gifts program with those objectives.
- Ability to initiate, analyze, monitor, evaluate and alter strategic development plans.
- Ability to work with sensitive information with complete confidentiality.
- Excellent written, verbal and interpersonal communications skills.
- Excellent analytical and organization skills.
- Knowledge of tax laws that impact charitable giving, personal assets and estates.
- Able to balance competing priorities, complex situations and tight deadlines.
- Highly developed computer skills including experience with Microsoft Office, Word, Excel and PowerPoint as well as Raisers Edge.
- Flexibility and willingness to work evening and weekend functions.
- A belief in our vision and a willingness to work towards attaining that vision.
- A sense of humour.

Interested applicants should forward cover letter and resume in writing to **Human Resources at The Bishop Strachan School, 298 Lonsdale Road, Toronto, ON, M4V 1X2, Fax: 416.481.5632.**

*We thank all candidates in advance.  
We will, however, contact only those selected for an interview.  
We are an Equal Opportunity Employer.*

Visit us at [www.bss.on.ca](http://www.bss.on.ca)