



## **THE BISHOP STRACHAN SCHOOL**

*Girls can do anything.*

Internationally acclaimed for its unique environment and expertise in the particular learning needs of girls, The Bishop Strachan School (BSS) has built a reputation over its long history as an undisputed leader in education. Offering a challenging, lively and creative atmosphere and a roster of uniquely qualified faculty and staff, BSS inspires each student to find her passion, pursue her dreams and reach her potential through a rigorous academic program. Helping students become smart, independent, compassionate young women, BSS provides the tools, technology and innovation required to thrive in post-secondary pursuits and beyond. Our unique whole girl approach, commitment to excellence and embodiment of strong values create a profound and powerful learning environment within a supportive, engaged community.

### **DIRECTOR OF ANNUAL GIVING AND CONSTITUENT RELATIONS (Fourteen Month Maternity Leave – May 2012 to June 2013)**

**Reports to:** Executive Director, Office of Philanthropy and Alumnae Relations (OPAR)

**Direct report:** Development Services & Database Coordinator

**Liaises with:** Associate, Major Gifts and Planned Giving  
Associate, Stewardship and Communications  
Associate, Alumnae Relations  
Marketing and Communications

#### **Summary of Position:**

Reporting to the Executive Director, Office of Philanthropy and Alumnae Relations (OPAR), the Director of Annual Giving and Constituent Relations oversees the School's Annual Giving Program. The Director of Annual Giving and Constituent Relations plans, organizes and leads all activities related to the Annual Giving Program, coordinates all activities related to Annual Fund constituent relations and expands support, especially related to trustees & governors, alumni, parents, past parents, grandparents, and friends of the School, for the Annual Fund.

#### **Specific Accountabilities:**

- Develops and provides leadership to all aspects of Annual Giving in order to raise funds for school priorities including needs-based scholarships, endowment, academic programs and other purposes as determined by the School
- Develops and implements with Associate, Alumnae Relations and Philanthropy fundraising strategies to secure increased Alumni participation in Annual Giving, including all annual reunion giving campaigns
- In collaboration with the OPAR Team, leads the identification, recruitment, recognition and stewardship of Annual Giving volunteers and is the key contact for all Annual Giving Co-Chairs and volunteer, as well as works closely with the Major Gift team to engage potential leadership donors
- Supervises all components of each mailing, works with vendors, and oversees data management including gift processing and reporting systems

- In collaboration with Marketing and Communications, manages and develops each year's communications plan to support Annual Giving: website, School publications, and other materials
- Oversees production of annual giving reports and develops strategies to take advantage of new opportunities and is a key support to the Executive Director, OPAR with respect to Annual Giving metrics
- Working with Associate, Communications and Stewardship plans and executes stewardship activities for various Annual Giving constituencies to increase both volunteer participation and financial support
- Works with OPAR Team, including Director Leadership Gifts on prospect research initiatives
- Is a key participant in all planning and strategy activities of the department
- Other related responsibilities as assigned by the Executive Director, OPAR

**Skills & Experience & Attributes:**

- Bachelor's degree and at least five years of experience in annual giving
- Excellent relationship manager with the ability to engage new volunteers and retain existing volunteers
- Superior project management, organizational and planning skills as well as a track record of program development and implementation
- Progressive experience in donor relations and the ability to implement principles and practices of stewardship
- Excellent writing and communication skills
- Attentiveness to detail
- Ability to work with sensitive information with complete confidentiality
- Significant experience working productively with alumnae and volunteers
- Experience in the development and production of fundraising materials
- Experience managing departmental budgets within specified guidelines
- Knowledge of segmentation, development writing, solicitation material design and database management
- Highly developed computer skills including experience with Microsoft Office, Word, Excel and PowerPoint as well as Raisers Edge
- Proven ability to multi-task in a fast-paced environment
- Ability to bring a creative lens to the area of Annual Giving
- Currency with best practices and giving trends
- Sense of humour

Interested applicants should forward cover letter and resume in writing to **Human Resources at The Bishop Strachan School by email to [careers@bss.on.ca](mailto:careers@bss.on.ca) indicating Director of Annual Giving and Constituent Relations in the subject line.**

*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)*