

Advancement Executive

Reporting to the Assistant Head of School – Finance and Administration, the Advancement Executive will be responsible for the operation and performance of all Centennial Advancement Programs, with the exception of the Capital Campaign, on which the Advancement Executive will play a supporting role.

Roles and responsibilities:

Centennial Annual Fund

- Ensure the execution of the annual solicitation, recognition and stewardship cycle of the Centennial Annual Fund (CAF).
- Design annual solicitation materials, sourcing the content and writing the copy for paper and electronic solicitations.
- Design and implement HS and College CAF marketing strategy to support solicitations.
- Ensure the implementation and strategic development of CAF donor recognition and stewardship strategy and activities.
- Identify, recruit, and solicit CAF HS and College Co-Chairs annually.
- Ensure donor interests are represented in the allocation of CAF funds.
- Analyze CAF performance data and development of CAF solicitation strategies for target groups to stimulate greater support.
- Maintain and face-to-face solicit a portfolio of CAF Leadership prospects to raise Leadership Gifts for the Centennial Annual Fund.
- Set and realise annual performance goals for the CAF.

Parent Relations Program

- The strategic development of the Parent Relations Program.
- Ensure the coordination of Advancement driven parent engagement activities with all other points of parent engagement across the HS and College.
- Manage the implementation of the Program through the Parent and Student Life Enrichment Coordinator.

Alumni Relations Program

- Oversee and manage the organization of the annual Alumni Reunion event, which will be executed by the Advancement Coordinator.

Capital Campaign

- Cultivation and solicitation of assigned portfolio of Campaign prospects.
- Participation with Campaign Committee meetings and working with volunteer Committee members to support prospects solicitations within your assigned portfolio.
- Development of broad based Campaign solicitation to parents and integration into Annual Giving Program cycle.

General Responsibilities

- Assist and deputise for the Advancement Department to Coordinate and implement strategic fundraising and constituent engagement programs and activities.
- Participate in Advancement activities including individual meetings with donors, prospects, and school constituent groups.
- At all times, ensure the use of best practices in all Advancement programs.
- Monitor, analyze and report on overall fundraising results against goals to internal and external constituencies.
- Reinforce Centennial Academy and College reputation in the community.
- Coordinate the design, editing, and production of all Advancement Program materials.
- Make presentations as needed.
- Maintain Centennial Academy, College and Foundation web and various social media sites in collaboration with the enrolment department.
- Increase Centennial Academy and College visibility toward our donors.
- Cultivate Centennial community relationships (bulletin, events, graduation, etc.)

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- Maintain and update a photo and video library of Centennial Academy and College activities and programs in collaboration with the enrolment department.
- Maintain the donors database.

Required skills of the ideal candidate:

- Ethical, principle based leader who communicates high standards and expectations.
- Highly developed interpersonal skills with the ability to be diplomatic, manage internal politics, and build consensus in a complex environment.
- Ability to reconcile competing interests and build support.
- Effective written, listening and oral communication skills.
- Comfortable with making face to face asks and creating strategic prospect cultivation plans.
- Experience with systems, processes and work alliances in a complex, collaborative organization.
- Knowledge of principles of institutional Advancement, Development and philanthropy.
- Demonstrated knowledge of techniques of donor cultivation and solicitation.
- A clear understanding of community leadership dynamics and volunteer development.
- Exposure to all forms of private resource development including annual, capital, planned giving and events.
- Excellent problem solving and analytical skills. Willingness to take risks and solve problems creatively.
- Excellent process management skills, financial operations experience and computer proficiency with fundraising software (i.e., ProDon) and Microsoft Office products.
- Enthusiasm, sense of humour and the ability to be flexible.
- Fluent in French and English written and spoken.
- Experience with web sites and web tools maintenance.