

Saint Patrick Regional Secondary School

115 East 11th Avenue, Vancouver BC V5T 2C1

Tel 604 874 6422 • Fax 604 874 5176 • www.stpats.bc.ca • administration@stpats.bc.ca

POSITION: DIRECTOR OF DEVELOPMENT

LOCATION: Saint Patrick Regional Secondary School Vancouver, BC

STATUS: Full Time

Key Purpose:

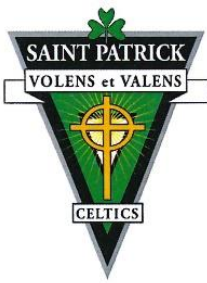
Saint Patrick Regional Secondary is seeking a qualified candidate for the position of Director of Development to lead a multi-year capital campaign (the Campaign) to raise a minimum target of \$10M to build a new campus which will meet the needs of the school community for the next 100 years.

Reporting to the Chair of the Regional Education Committee (REC) and the school principal, the Director of Development will work in conjunction with the Redevelopment Committee and the REC to:

- Plan, lead and oversee all matters related to the Campaign;
- Lead, manage and account for volunteers and resources assigned to Campaign activities;
- Liaise with representatives of the Archdiocese of Vancouver and community stakeholders on matters pertinent to the Campaign;
- Identify reach out and build relationships with alumni and other key donor groups
- Following the Campaign, this position will plan, lead and oversee ongoing fund generation on behalf of STP.

Key Responsibilities:

- Lead and direct the design, planning, coordination, execution and oversight of all Campaign activities, including development of Campaign principles, goals, strategies, tools, schedules and business plan(s);
- Plan and manage the marketing and public relations of STP in the community further to the Campaign and beyond; working with our fund development partners;
- Plan and implement campaign events;
- Solicit timely input, advice and support from key stakeholders, as needed;
- Work with campaign committee members & volunteers to schedule, facilitate and support campaign meetings;
- Determine and execute plans to support effective donation strategies;
- Develop and prepare meeting agendas, notes and follow-up materials;
- Ensure strong communication and smooth coordination among all campaign participants;



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- Lead development and maintenance of donor prospect lists;
- Develop contact management strategy for communication with solicitors, assisting with preparation and follow-up of meetings;
- Ensure timely preparation of quality donor communications, proposals, gift agreements and manage necessary follow-up with prospects and donors;
- Ensure all appropriate donor/prospect information is properly generated and maintained using appropriate information management system(s) (e.g., Raiser's Edge);
- Help develop and implement appropriate stewardship plans for campaign donors and ensure accurate documentation;
- Develop and foster relationships to expand the base of alumni, friends, supporters and donors for STP;
- Any other related projects assigned by the REC Chair and/or Redevelopment Committee.

Qualifications:

We are seeking a self-starter with appropriate "how-to" expertise in fundraising campaign design and execution, with a minimum of 3 years progressive experience in fundraising, sales or relationship management and capital fundraising campaign experience. Ideally, the successful candidate will possess a strong history of building and maintaining relationships with excellent verbal and written communication skills in addition to superior organizational and analytical abilities.

The Director of Development should be motivated by creating and achieving targets; possess an ability to move projects forward according to a timeline; and be productive and efficient during intense campaign periods with multiple deadlines.

The candidate must possess strong computer skills (knowledge and experience with Microsoft Office and appropriate data/contact management systems), have maturity, diplomacy and sensitivity dealing with volunteers, donors and other stakeholders and be able to work both independently and as a team player.

Knowledge and familiarity with not-for-profit charities, Catholic parish dynamics and the Vancouver Archdiocesan structure is an asset.

Please submit your application by Monday, August 20, 2018 to:

Redevelopment Committee
St. Patrick Regional Secondary School
115 East 11th Avenue
Vancouver, BC V5T 2C1
STPredevelopment@stpats.bc.ca