



## **Job Posting**

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**Position:** Advancement Officer, Community Relations

**Employment Term:** Full Time

**Reports to:** Executive Director of Advancement & Community Relations

**Posting Dates:** February 6 – March 17, 2017

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Havergal College is a pre-eminent Canadian independent school for girls from JK to Grade 12. We are seeking an innovative, enthusiastic, and dedicated individual to join our faculty and staff as our **Advancement Officer, Community Relations.**

### **Position Synopsis:**

Reporting to the Executive Director of Advancement & Community Relations, the Advancement Officer, Community Relations, will work to deepen relationships with donors, parents, alumni, staff and faculty members, volunteers and community partners to enhance the School's culture of philanthropy.

The candidate will be a self-starter, effective relationship builder and communicator. This highly organized and detail-oriented individual will foster collaboration and professionalism within the Advancement team and will handle confidential material with the utmost discretion and sensitivity.

### **Key Responsibilities:**

#### **Fundraising**

- a) Manage, execute and evaluate the annual direct marketing program for all constituents employing leading industry practices
- b) Manage the annual Faculty and Staff Campaign
- c) Support annual grade gifts, including graduating class legacy gift
- d) In collaboration with the Communications team, develop print, web and electronic materials to support initiatives and build awareness within the Havergal Community
- e) Support the Advancement department's parent engagement strategy
- f) Provide daily support to the Havergal Parent Association (HCPA)
- g) Other duties as assigned
- h) Occasional evening and weekend work required

## **Experience & Qualifications:**

- A university degree
- 2 – 3 years of fundraising office experience
- Exceptional interpersonal skills and a strong professional presence
- Fundraising program and communication experience
- Demonstrated proficiency with Veracross or a similar database system
- Approachable and collaborative working style, demonstrates high levels of trust and integrity
- Superb verbal and written communications skills
- Superior organizational and project management skills
- Prioritize, multi-task and meet deadlines; works well with minimal supervision
- High proficiency in MS Office applications (Word, Excel, Power Point)

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## **Employment and Application Details**

Havergal College offers an excellent working environment and a competitive compensation and benefits package. Please submit your letter of application, accompanied by resume by March 17, 2017 in confidence to [phil@gerardconsulting.ca](mailto:phil@gerardconsulting.ca)

We thank all candidates for their interest. Only those selected for an interview will be contacted. **No telephone calls please.**

Havergal College is committed to providing accommodations for persons with disabilities. If you require accommodations please contact Cathy LeBlanc at 416-483-3519 ext. 6605 or by email at [careers@havergal.on.ca](mailto:careers@havergal.on.ca).