

Development Manager, Major Gifts

FOR MORE INFORMATION

For more information about the opportunity of Development Manager, Major Gifts at Pickering College, please contact Ayesha Mayan at recruitment@pickeringcollege.on.ca. Candidates interested in applying should send a letter of interest and resume to the email address listed above, no later than Monday, September 26, 2022. Candidates will be evaluated upon All applications and inquiries will be held in strict confidence.

Pickering College is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and work to ensure our recruitment, assessment and selection process is as accessible as possible. If you require any accommodations at any point during the recruitment process, please contact us at recruitment@pickeringcollege.on.ca. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

As a condition of employment, the successful candidate(s) must provide a current Vulnerable Sector Screening Police Report, and proof of COVID-19 Vaccination. Suitable accommodations are available for applicants with accessibility needs due to disability upon request.

The position is located on campus, in Newmarket, Ontario.

THE OPPORTUNITY

Pickering College, one of the foremost independent schools in Canada, has built a reputation on retaining the very best faculty and staff, working together with the shared end goal of inspiring our students. We hire innovative and passionate individuals with expertise and diversity. We are committed to the ongoing professional development of our faculty and staff, who are an important part of the school's community atmosphere.

Currently, we are seeking a **Development Manager, Major Gifts** to enhance and grow the fundraising program and bring the school to new levels of philanthropic accomplishment. Reporting to the Assistant Head of School, Advancement, the Development Manager will bring the Pickering College vision to key alumni, parents, grandparents and friends, with the goal of building meaningful relationships and securing immediate and long-term philanthropic support.

Managing a personal portfolio of donors, including influential alumni, parents, and other top prospects, the Development Manager will manage the full philanthropic experience for donors, undertaking strategic qualification, cultivation, solicitation and stewardship with the goal of securing \$25,000+ donations to the school. The Development Manager will engage key members of the Board, faculty members and other stakeholders in the fundraising process, and will work with the Assistant Head of School, Advancement to support and coach volunteers when appropriate.

Working collaboratively with the rest of the development team, the Development Manager will lead prospect identification and pipeline management for the major gifts program, and in support

of the endowment, planning giving and capital fundraising goals. They will work with key stakeholders to ensure strategic integration of fundraising programs, to best leverage strengths and enhance collective impact. The Development Manager will also collaborate with the Communications Coordinator on the design and creation of all major gift marketing materials, including case statements and gift proposals.

This full-time position is based on campus at 16945 Bayview Ave, Newmarket, ON.

FUNDRAISING AT PICKERING COLLEGE

Pickering College has a long history of generous support from the community. With a focus on enhancing the culture of philanthropy, we demonstrate our commitment to ensuring that students have access to learning and living spaces that support 21st century skills like creativity, collaboration, communication, character and critical thinking.

We are grateful for the support of our donors who contributed over \$8.3 million last year to support programs and financial aid, as well as directed support to The *Light the Way* capital campaign. *The Light the Way* campaign is an effort that is designed to support the Pickering College Campus Master Plan and the improvements to the education and student experience. Over \$20 million has been raised in support of the campaign thus far, donated by many parents, alumni, grandparents, and friends of the school.

One major priority for the campaign is to construct West Lake House, the new academic building. This new construction is intended to create a shared space that will foster the skills imbedded in the global leadership program and that will support the anticipated program growth and academic priorities. Pickering College is working diligently to move forward with plans for this new building, which will offer teaching and learning spaces firmly focused on the future of education. This building will allow what is already an excellent educational experience to flourish and meet demands for this and future generations of global leaders.

THE IDEAL CANDIDATE

A motivated self-starter with demonstrated experience in major gift fundraising, the ideal candidate will bring a passion for education and encouraging young people to make a difference in the world. The ideal candidate will have the ability to effectively engage stakeholders, and to lead the planning and implementation of a customized moves-management strategy for each individual in a varied pool of prospects and donors.

A forward-thinker with a strategic mindset, the Development Manager will have a track record of success in building up and enhancing fundraising programs. Creative and with an entrepreneurial spirit, the ideal candidate will demonstrate a desire to bring new ideas to the table and will introduce operational infrastructure to support these strategic activities.

Extremely organized and detail-oriented, the Development Manager will bring a high quality of work that drives targeted outcomes to increase revenue. The incumbent will be an experienced problem solver who can easily collaborate with others to remove barriers and determine solutions.

Bringing a donor-centred approach to the team, the ideal candidate will be an excellent communicator and values a highly responsive customer service model. The successful candidate will model the school's values of compassion, community, integrity, responsibility and respect. An authentic people person, the Development Manager brings an enthusiastic, supportive and inclusive approach to collaboration with Development colleagues, faculty and staff, Board members and other stakeholders within the community.

KEY AREAS OF RESPONSIBILITY

- Manage a portfolio of prospects and donors to support the strategic plan of the school within the context of the current endowment, planned giving, capital goals and beyond.
- Create a strategic moves management system to ensure a meaningful donor experience that results in highly engaged and supportive relationships with Pickering College.
- Create and implement highly personalized fundraising strategies for all personal portfolio prospects.
- Engage in personal visits to qualify, cultivate, solicit and steward prospects and donors.
- Introduce strategies and create new programs and related infrastructure to build a robust and dynamic pipeline with the goal of identifying a consistent stream of new potential donors at \$25K+.
- Design and lead prospect identification activities with key internal and external stakeholders to review, research, coordinate and develop personal engagement and solicitation plans for all identified prospects.
- Create a menu of engagement, cultivation, and stewardship activities for major gift prospects and donors.
- Collaborate with the Assistant Head of School, Advancement and the Communications team on the design and production of all marketing and communications materials, proposals, reports and other related collateral targeting major gift and capital campaign donors.
- Work with the Assistant Head of School, Advancement to support the Development Committee in all aspects of their work to ensure senior volunteers are informed, coached and well-resourced to carry out their responsibilities.
- Develop authentic and collaborative working relationships with the Development and Parent & Alumni Relations team, Board members, Communications team, key faculty and administrative staff members to help inform and engage them in the fundraising process, and enhance the culture of philanthropy at Pickering College.
- Ensure key donor and prospect data and information is properly recorded, tracked, monitored, and evaluated on the Raiser's Edge database.
- Ensure proper analytics are conducted to consistently report back to key stakeholders on moves management progress and revenue goals.

QUALIFICATIONS AND COMPETENCIES

- Demonstrated major gift fundraising experience, with a track record of successfully cultivating, soliciting and stewarding donors; previous involvement in a capital campaign and planned giving would be an asset.

- Established experience in successfully building fundraising programs that align donor interests with institutional priorities and increase philanthropic revenue.
- A history of success in identifying new major gift donors and ensuring a healthy and dynamic major gifts pipeline; experience in prospect research is an asset.
- A high level of comfort in working with senior volunteers and fundraising committees.
- Extensive experience with use of a donor database, preferably Raiser's Edge, as well as high proficiency in other technologies (Microsoft Office, the Internet, etc.).
- Familiarity with charitable giving legislation, including CRA rules and guidelines.
- A passion for making a positive impact on young people in Canada.
- Able to work some flexible hours, including occasional evenings or weekends.
- A valid driver's licence and the ability to travel locally and nationally or internationally on occasion.