Greenwood

DIRECTOR, COMMUNITY ENGAGEMENT & GIVING

Greenwood College School (Greenwood) is a co-educational independent day school for students in Grades 7 through 12. Greenwood was founded to inspire students to venture further in order to prepare them for the challenges and experiences of life. Our small, supportive community allows students to feel positive and engaged each day, while our trailblazing approach to personalized education challenges every student to grow.

Greenwood opened its doors in 2002 to 72 students in grades 7 and 9, in a newly renovated building. Today, the school numbers 500 students and more than 100 staff. The campus has grown into one of the most advanced facilities among Canadian independent schools. Greenwood's committed parent body has been essential in bringing Greenwood to life and our community of parents, alumni, staff and friends are generous supporters of the school.

Greenwood's professional culture is highly collaborative. Accordingly, the successful candidate must demonstrate a willingness to collaborate with colleagues. Greenwood is a dynamic, special place to work, where creativity is encouraged and valued, and where fun and excellence merge together.

Greenwood is seeking a Director, Community Engagement & Giving to help lead and manage community engagement and fundraising programs with the goal of helping the school deliver on its advancement and community engagement strategic initiatives, increase fundraising revenue, and connect the entire community of current and past parents/guardians, staff, alumni, grandfriends and other stakeholders.

Why Greenwood College School?

Greenwood is an innovative, community-focused, and engaging place to work. Since its inception in 2002, Greenwood has been a trailblazer in the independent school landscape as a leader in curriculum development, whole-child education, and offering a personalized approach for all learners.

The successful candidate will be joining our growing Advancement team at an exciting time in the school's history, with a new strategic plan in development, significant fundraising and engagement ambitions, and growth opportunities for the school and for staff. Our vision is bold and exciting and the successful candidate will have an opportunity to make an immediate impact.

Each member of the Advancement & Community Engagement (ACE) Team is collectively responsible for advancing the mission of Greenwood College School through its meaningful community engagement and fundraising programs. Every dollar that is raised and every relationship that is strengthened through the work of the Advancement & Community Engagement team is important to delivering on the school's educational mission and vision. Funds raised support the sustainable future of Greenwood, financial assistance for students, as well as ongoing professional development of our excellent teachers and operations staff which we know has an impact on student outcomes. In addition, donations support equipment purchases and upgrades, teaching and learning resources, as well as the school's athletics, arts, health and well-being and pluralism programs.

Reports To: Executive Director, Advancement & Community Engagement

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Position Summary

The Director, Community Engagement & Giving will work closely with their ACE colleagues and staff, ACE volunteers and school staff. Primary responsibilities include:

A. Community Engagement and Fundraising:

- Parents/Guardians Roundtable - Direct and support all of the activities of the Parents/Guardians Roundtable Association, ensuring optimum structures, events, volunteer roles and responsibilities, raising more funds to support the school and build community.
- Annual appeal - Working with the Executive Director, ACE and team, develop strategies for and implement annual giving across all constituents, including alumni, parents/guardians, staff, grandfriends and others, ensuring coordination and appropriate timing with School and Roundtable events.
- Coordinate the creative planning and execution of a number of Advancement-related events from concept to end-of-event stewardship, including, but not limited to: New Parents/Guardians Dinner, Careers Day, Donor/Prospect Events, and support other ACE staff with Parent Roundtable and other stakeholder events.
- Working with the Roundtable President and Manager, Communications and other teams, develop a calendar and suite of activities and materials, both print and online to ensure the parent community is aware of school and advancement programs.

B. Major Gifts:

- Working with the Executive Director, ACE, build a meaningful and Greenwood-specific strategy around major and planned gifts, developing and strengthening lasting and meaningful relationships with key prospective donors and the school.
- Engage with and develop individual prospect strategies and manage a portfolio of prospective and current major gift donors (25-50), taking care of the process from cultivation to solicitation to stewardship, with the goal of building support for key school priorities.
- Assist the Executive Director, ACE with endowment and capital project planning and execution.
- Working with the Communications team and others, prepare print and online materials including donor reports, gift agreements, briefing notes and any other materials and documents that assist the ACE team with donor cultivation, stewardship or solicitation.

C. Planned Gifts:

- Working with the Executive Director, ACE, build out a strong planned giving program and secure the school's first expectancies, growing and marketing the program to ensure a diversification of revenues into the future.

D. Advancement Operations and Administration:

- Prepare reports as required for the Advancement Committee and Board and Foundation Board.
- Ensure all data is recorded in a timely fashion in Raiser's Edge or other similar Advancement database.
- Manage budget tracking for Roundtable events to maximize ACE impacts in the community as we build out the budget towards the school's 25th anniversary in 2027-2028.

Committees: Roundtable, Advancement Committee, 25th Anniversary Planning Committee, other committees as required

The Director, Community Engagement & Giving will report to the Executive Director, Advancement, and will support all aspects of the Advancement & Community Engagement department in an independent and highly professional manner.

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Qualifications, Skills, and Abilities

- University Degree
- 8-10 years of experience in constituent engagement or Advancement-related work is an asset
- 3-5 minimum years of major gifts experience
- Knowledge of the independent school community and/or higher education sector is preferred
- Ability to set and achieve personal and team goals and objectives
- Experience working in a capital campaign is considered an asset
- Positive, outgoing personality and willingness to take risks and learn new skills
- Excellent communication, writing and interpersonal skills
- High degree of diplomacy and tact
- Passionate about connecting with people
- Strong focus on goals, service excellence, and inspiring colleagues, volunteers and donors
- Ability to work cross-functionally across the school
- Ability to multi-task and adapt well to change
- Ideally, experienced with Raiser's Edge or other similar database system
- Creative problem solver with a solutions-oriented approach
- Ability to work before/after hours on occasion for Advancement and school events
- Appreciation of a small school/small office environment
- Understanding of Greenwood's mission and values

Requirements

- Ability to work independently and collaboratively in a team environment
- Excellent interpersonal skills
- High attention to detail and proven ability to prioritize and meet tight timelines
- Mature with sound judgment, tact and professional demeanour
- Eager to work in a dynamic, fast-paced environment
- Creative, inquisitive, and flexible

Greenwood is committed to creating and sustaining a diverse, equitable and inclusive environment for staff, students and families. We aim to embrace individuals whose differences include, but are not limited to: age, ancestry, citizenship, colour, creed, disability, ethnic origin, family status, gender expression, gender identity, marital status, place of origin, race, and sexual orientation. We are an equal opportunity employer and we welcome applications from all qualified individuals, especially those who would bring diverse perspectives, identities and ideas to our community. Accommodations are available on request for candidates with disabilities at all stages of the selection process.

Interested applicants should send their resume to the attention of Robin Fowler, Executive Director, Advancement & Community Engagement, via email to employment@greenwoodcollege.org. Please submit both your cover letter and resume in a single PDF file.

Those applicants who are invited to interview will be contacted following the closing date for applications. Thank you for your interest in Greenwood.

Application Deadline: February 21, 2025