



ST. MILDRED'S-LIGHTBOURN SCHOOL
INSPIRED GIRLS. EMPOWERED WOMEN.

Development Coordinator
Full-time Temporary Position
19-month Contract Position: December 1, 2025 to July 2, 2027

Who We Are

Located on 10 beautiful acres in the heart of Olde Oakville, St. Mildred's-Lightbourn School (SMLS) is a premier independent school for girls from JK through to Grade 12. Our mission is to engage each girl in a personalized, real-world learning experience where she explores her unique pathways within a nurturing community.

An Opportunity to Join SMLS

Role Overview

The Development Coordinator is responsible for providing coordination and support to the SMLS development and alumnae/parent relations. The Development Coordinator supports the team and its success in engaging donors and volunteers with a particular focus on stakeholder coordination and relations, CRM database (Raisers Edge NXT) data and constituent management, Development event coordination, and prospect research. The Development Coordinator understands how to extract information to inform decision-making and for strategic objectives. In collaboration with IT, Finance and Enrolment departments, the Development Coordinator maintains and strengthens the infrastructure that supports the efforts of our comprehensive Development program and significantly contributes to the effective and efficient operations of the Development Department.

Position Details

Department: Development

Experience: 3-5+ years experience in a fundraising environment

Understanding of the donor life cycle

Experience and expertise with Raiser's Edge software

Experience in a non-profit setting

Experience in an Independent School (asset)

Qualifications: Bachelor's Degree preferred

Member of AFP (asset)

Working Conditions: Office Environment, Mac, Google

Occasional evening/weekend work

Key Responsibilities

Database Management and Reporting

- Maintain our Raiser's Edge database with the highest data integrity
- Manage gift acknowledgement/donor and donor recognition/stewardship requirements and processes
- Mine the database (Raiser's Edge) for research to prepare meaningful reports in support of the development team, and to inform prospect research
- Manage all constituent records, populating data promptly and accurately, including data hygiene processes
- Prepare and execute queries, exports and reports as required through Raiser's Edge
- Work closely with the Development team to develop and manage lists for campaigns, events, publications, communications, and other needs as they arise

- Collaborate with IT, Finance and Enrolment to ensure accurate and efficient flow of information across systems
- Serve as a team leader on database internal processes, procedures and best practices
- Other related duties as assigned

Gift Processing

- Responsible for timely and accurate processing of all charitable gifts to the school, ensuring compliance with SMLS policies and Canada Revenue Agency guidelines and regulations as it relates to charitable receipting
- Enter and process all gifts and pledges into Raiser's Edge and generate acknowledgements, receipts and pledge reminders, ensuring detailed record-keeping
- Collaborate with Finance to ensure timely gift entry and processing, and sharing of information
- Responsible for posting all gifts processed through RE to Financial Edge and distributing post reports to Finance
- Ensure gift information is communicated to the Development Team and initiate stewardship actions
- Develop, generate and disseminate monthly and year-end gift reports to appropriate Finance and Development Team members

Donor Relations, Engagement, Stewardship and Event support

- Support fundraising and Development activities including generating donor lists and reports, tracking gifts and pledges, prospect research and data mining, and providing general department support
- Assist with donor stewardship including the generation of thank you letters, tax receipts and donor reports
- Support the development of relationships with donors, parents, alumnae and other members of our school community
- Work collaboratively with the Development Team to support cultivation, solicitation and stewardship plans
- Utilize available platforms to create connections and meaningful engagement opportunities
- Support Development events
- Field all department general inquiries with professionalism and care
- Communicate with donors to ensure appropriate recognition

Who You Are

Your Strengths

Above all else, the successful candidate is a champion for girls' education. You are also:

- An enthusiastic, articulate, and creative individual who communicates with ease and confidence
- A critical thinker who demonstrates initiative, integrity and attention to detail
- A team player who enjoys being part of a vibrant, collaborative community and contributes positively to all areas of the school

Your Knowledge, Skills & Experience

- We are seeking a dynamic Development professional with excellent communication skills and a willingness to continue to develop and grow their skills
- You will be expected to have well advanced skills and experience using Raisers Edge NXT. Applicants with experience in equivalent CRM's will also be considered.

Why Join SMLS?

Our work is meaningful and important. As a school, we support each student's interests, talents, learning needs and strengths. Through our world-class facility, Signature Programs, expertise in girls' education, and dedication to personalization, our students become lifelong learners equipped to achieve excellence in whatever path they choose.

When you join SMLS, you join a fun and supportive community!

Our employees enjoy competitive compensation packages and may be eligible for some of the following benefits:

- Health, vision, and dental care
- Life insurance, AD&D insurance, and Long Term Disability insurance
- Employee & Family Assistance Program (EFAP)
- Mental health & wellbeing resources
- Ontario Teachers' Pension Plan / RRSP program with up to 5% employer match
- A healthy lunch program during the school year
- On-site fitness facilities
- On-site parking
- Time off during Winter Break and March Break
- Summer hours and extra long weekends in line with the school calendar

OUR VISION

Young women empowered to challenge and transform the world.

OUR MISSION

To engage each girl in a personalized, real-world learning experience where she explores her unique pathways within a nurturing community.

OUR VALUES

Excellence • Courage • Integrity • Belonging

If you are interested in an opportunity to join our school, please apply online at

<https://smls.simplification.com>

We appreciate and thank all applicants for your interest in SMLS, however, only those candidates invited for an interview will be contacted.

SMLS is an equal opportunity employer and we accommodate any needs under the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. We value diversity and are committed to creating an inclusive environment within our community. Please contact Human Resources with any requirements or questions.