



Development Officer, Stewardship and Annual Fund Permanent Full Time

Pickering College is an independent day and boarding school in Newmarket, Ontario. We are a Junior Kindergarten to Grade 12 school, and our co-educational environment and holistic approach ensure that each student's unique talents—academic, artistic, athletic, and altruistic—are nurtured. Pickering College is not just a school; it is a community.

The Development Officer, Stewardship and Annual Fund plays a key role in strengthening Pickering College's culture of philanthropy by ensuring that all donors are meaningfully engaged, appreciated, and inspired by the impact of their support. Reporting to the Executive Director, Development, this position is responsible for the strategy and execution of the Annual Fund, all stewardship activities, and support for donor cultivation and recognition. The Development Officer ensures that senior staff, including the Head of School and Executive Director, Development, are well supported in managing their donor portfolios, with timely preparation, follow-up, and coordination of all stewardship and solicitation activities.

This role also serves as the central coordinating hub for the fundraising team, supporting workflow, accountability, and collaboration across Development priorities. Working closely with the Database Administrator, the Development Officer ensures donor data and reporting are accurate, timely, and strategically applied.

Given the dynamic and collaborative nature of our school environment, this role is on-site, five days a week with some evening or weekend work as required.

RESPONSIBILITIES:

Donor Stewardship and Recognition:

- Lead the development and implementation of a comprehensive stewardship program, ensuring every donor receives timely, meaningful acknowledgment and reporting.
- Create and manage a stewardship calendar to guide donor recognition, thank-you letters, and impact updates.
- In collaboration with Engagement Staff, coordinate stewardship and cultivation events, including donor receptions and other relationship-building opportunities.
- Ensure consistency and quality in all stewardship communications and activities.

Portfolio and Relationship Management:

- Support senior staff (including the Head of School and Executive Director, Development) in managing their donor portfolios.
- Prepare briefing notes, proposals, speaking points, and background materials for donor meetings and solicitations.
- Track and prompt timely follow-up actions for stewardship, cultivation, and solicitation activities.
- Assist with the preparation of proposals, pledge documentation, and donor reports.

Annual Fund Leadership:

- Plan, execute, and evaluate the Annual Fund, including goal setting, segmentation, appeals, and timelines.

- Monitor progress and report on key performance metrics, using data insights to inform future planning.

Development Team Coordination:

- Serve as the organizational and administrative support for the fundraising team, ensuring efficient workflows and alignment of priorities.
- Partner with the Database Administrator to maintain accurate donor information, contact reports, and stewardship histories.
- Coordinate team-wide fundraising activities and support other fundraising and engagement events as required.
- Foster collaboration across the Development portfolio to ensure seamless donor experiences.

Writing and Communications:

- Draft high-quality written materials, including proposals, donor correspondence, stewardship pieces, and impact communications.
- Ensure written content reflects Pickering College's voice, values, and commitment to excellence.
- Contribute to a donor communication strategy that emphasizes transparency, gratitude, and impact.

LEADERSHIP SKILLS:

- Excellent relationship-building and interpersonal skills, with the ability to engage donors and colleagues effectively.
- Strong organizational and project management abilities; adept at managing multiple priorities and deadlines.
- Exceptional writing and communication skills, with strong attention to detail.
- Ability to work collaboratively within a team environment while maintaining independence and accountability.
- Strategic thinker with strong follow-through and problem-solving abilities.
- Demonstrated professionalism, integrity, and discretion in handling confidential information.
- Sound knowledge of how technology can best support integrated advancement strategies.

QUALIFICATIONS REQUIRED:

- Minimum 3 years of experience in fundraising, stewardship, donor relations, or a related field.
- Demonstrated success in managing an Annual Fund or similar annual giving program.
- Proven experience planning and implementing stewardship initiatives and donor events.
- Strong writing, editing, and organizational skills.
- Experience coordinating workflows within a fundraising or advancement team.
- Familiarity with Raiser's Edge NXT or similar CRM database is an asset.
- Experience in a charitable and/or educational setting preferred.
- Strategic thinker who can communicate and implement the school's vision for growth.
- Strong commitment to Pickering College's vision, mission and values.
- University degree and ongoing professional development in the fundraising field.

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

If you would like to be considered for this exciting opportunity, please submit your cover letter and resume to:

humanresources@pickeringcollege.on.ca

POSTED:

REMOVE: