



Director, The Annual Fund

Department:	Advancement
Reports to:	Head of School
Education:	Post-Secondary Education
Experience:	5 + years' experience in fundraising, philanthropy, revenue generation Experience in a non-profit setting Experience in an Independent School Experience with Raiser's Edge software (asset) A CFRE designation
Working Conditions:	Office Environment, Mac, Google

St. Mildred's-Lightbourn School

Inspired Girls. Empowered Women. St. Mildred's-Lightbourn School (SMLS) is recognized as one of the premier independent schools in the country and brings a long history of educational excellence to girls from preschool to university entrance. For well over a century, SMLS has helped develop courageous girls who challenge and change the world.

Role Overview

Reporting to the Head of School, the Director, The Annual Fund is responsible for planning, implementing, and managing the Annual Fund for St Mildred's-Lightbourn School, supporting a culture of philanthropy and growing revenue for the School.

Duties and Responsibilities

Annual Fund Planning

- Develop a comprehensive Annual Fund plan based on the Mission and strategic goals of the School
- Conduct leading practice research that contributes to building the School's Annual Fund
- Establish short and long term metrics to achieve Annual Fund goals
- Create and oversee Alumnae engagement plans and activities
- Build strong relationships with donors, parents, and the community and acts as a brand ambassador to represent SMLS externally with confidence and professionalism
- Share a compelling SMLS story throughout all interactions with stakeholders



Annual Fund Operations & Oversight

- Identify potential donors and organize all initiatives to solicit funding (cultivation, solicitation, and closure)
- Liaise with members of the Fundraising Committee of the Board of Governors in relation to any fundraising and promotional work, including development of 'Ambassadors' for St Mildred's-Lightbourn School
- Contribute to building a culture of philanthropy through internal donor engagement and communications
- Oversee planning and execution of all fundraising events within the School
- Provide people leadership to the Advancement team through coaching, feedback and mentoring
- Engage in regular professional development conversations, identify strengths, and support career growth plans with team members
- Perform other miscellaneous duties in support of the School as assigned

Communications, Systems, and Reporting

- Collaborate with the Head of Marketing & Communications to ensure the School community is aware of the Annual Fund and donation opportunities
- Produce regular updates and progress reports to share with the Head of School and Director of Finance & Administration
- Oversee Raiser's Edge (donor data base) input, processing, and reporting

Key Knowledge & Skills

- Proven ability to build and maintain strong and trusting relationships
- Outstanding business development and influence skills
- Excellent oral and written communication and presentation skills (articulate, compelling)
- Strong track record reaching and exceeding quantitative targets
- Ability to represent St. Mildred's-Lightbourn School with professionalism and maturity
- Natural ability to take initiative and demonstrate accountability in meeting commitments and timelines
- Strong financial and general business acumen (within not-for-profit context)
- Feels comfortable seeking input, engaging others, asking for help, and collaborating
- Ability to manage multiple and conflicting priorities and multi-task effectively
- Good knowledge of Independent schools and not-for-profit environments



SMLS Leadership Competencies:

Strategic Mindset: Shares a clear vision. Anticipates and shapes the future. Brings holistic, school-wide and systems thinking. Identifies risks, connects ideas.

Emotional Intelligence: Demonstrates authenticity, self-awareness, empathy, and humility. Connects with builds strong relationships with all stakeholders. Brings a service focus to the School and growth mindset to develop self & others.

Perseverance & Resilience: Perseveres through uncertainty and adversity. Manages complexity and navigates barriers. Role models courage, resolve, positivity, and hope.

Professional Judgment: Demonstrates thoughtful and sound decision-making. Applies experience, knowledge and skills. Considers implications of choices and actions.

Inspires Growth & Change: Encourages curiosity, new thinking, and ongoing improvement. Challenges the status quo, brings an opportunity and a solution-focused approach.

Please send a cover letter and resume directly to jsmith@smls.on.ca by February 17, 2017 and indicate '**Director, The Annual Fund**' in the subject line.

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.