Exciting Opportunity for an Outstanding Fundraiser

Manager, Annual Programs

At Crofton House School, we inspire girls to discover and pursue their personal excellence from the first day of Junior Kindergarten to Grade 12 and beyond.

Bound by a belief in the power of all-girls education, Crofton House School fosters a strong sense of community among educators, staff, students and families. Here, everyone can contribute to the strength of our learning community - including you.

Crofton House School is seeking an experienced full-time Annual Program Manager to join its Advancement Team. In collaboration with the Director, Advancement, this role is responsible for executing the annual direct mail plan within the designated timelines and budgets. In addition, this role will be responsible for soliciting sponsorship in support of signature events such as the Annual Golf Classic Tournament.

Responsibilities:

Annual Fund

- Collaborate with the Director, Advancement in the development of the direct mail appeal including communication plan in support of this fundraising initiative
- Assist with development of Annual Fund strategies consistent with school’s strategic plan and priorities
- Complete solicitations in a timely manner to ensure targets are met.
- Maintain relations and steward the direct mail donors and prospects, monitoring trends in their giving, retention, attrition, and acquisition rate
- Produce regular progress reports and data analysis

New Parents’ Appeal

- Assist the Director, Advancement in conducting individual meetings with families joining the Crofton Community
- Capable to present and properly articulate the case for support and address any questions or concerns
- Actively and effectively manage a portfolio of donors stewarding relationships and building partnerships

Signature events - Sponsorship

- Responsible for soliciting individual and corporate sponsorship in support of the annual CHS Golf Classic
- Ensure appropriate and timely recognition and stewardship of sponsors

Support other Advancement activities as required
Qualifications, Knowledge, Experience:

- 3 to 5 years of fundraising experience or a combination of related experience
- Solid understanding of the fundraising cycle
- Excellent project management skills
- Proven ability to plan, manage and execute complex projects
- Strong interpersonal, problem-solving and
- High attention to detail, sense of urgency and ability to meet tight deadlines
- Highly organized with the ability to perform tasks with minimum supervision
- Personable, relates well to stakeholders and is a positive, contributing team member
- Strong oral and written communication skills
- High degree of diplomacy, confidentiality, discretion and tact
- Knowledge of Raiser's Edge an asset

Employment and Application Details:

Please note that applicants must be able to legally work in Canada.

Employees of Crofton House School receive competitive compensation, including participation in Crofton House Pension Plan (RRSP) (depending on FTE), wellness program and generous support for professional development. Please note that applicants must be able to legally work in Canada.


We thank all candidates in advance. We will, however, contact only those selected for an interview. No phone calls, please.

About Crofton House School

Crofton House School is a university preparatory day school for girls from junior kindergarten to grade 12. Set on a beautiful ten-acre campus in Vancouver, we offer an inclusive, supportive community of dedicated teachers, involved parents, and enthusiastic students. Collaborative, student-centred, inquiry-based education and world-class facilities create a unique learning environment where each girl can reach her full potential.

www.croftonhouse.ca/careers