



Director of Development

Calgary Society for Christian Education

Immediate placement / full time (0.8 – 1.0 FTE)/ benefits / at Calgary Christian School

The Director of Development (DoD) is a *senior level management position* reporting directly to the Executive Director.

The DoD supports the Executive Director through the professional oversight and execution of the CSCE's fundraising, community development, and student recruitment and retention activities; development and implementation of campaigns to advance these priorities; effective administration of all aspects of stakeholder relations and the digital systems to support these activities; and the general advancement of the mission and vision of Calgary Christian School. The DoD leads a team of coordinators in admissions, marketing and communications, and community relations / events.

The Director of Development is a full time position and serves through the full calendar year. As this position requires meeting with individuals both privately and at public events, some duties may happen outside of regular business hours. The employee is eligible to participate in company life insurance, health and dental benefits, and RSP program.

Compensation is commensurate with experience and complies with CSCE policies addressing employee remuneration.

Context

The CSCE is currently in the first year of a \$3 million, comprehensive capital campaign for Calgary Christian School (The Faithfulness Campaign), and is expanding its fundraising capabilities to achieve its present goals and ensure long term donor growth and retention.

Qualifications

The CSCE seeks individuals with a mature and active Christian faith eager to share their gifting in support of our Mission and Vision in Christian education. Applicants should also demonstrate a knowledge of:

- Not-for-profit administration and operations
- Strategic planning and project management
- Donor prospecting, cultivation, and solicitation.
- Capital Campaign development and operations
- Database management
- Effective marketing practices across multiple media
- Christian education or parachurch organizations
- General office software, particularly Google Suite and Microsoft Office

And possess the ability to:

- Advise the Executive Director on relevant issues, priorities, and tasks required to ensure the ongoing success of CSCE development activities.
- Communicate effectively in written and verbal forms.
- Sustain meaningful and productive relationships with CSCE donors and prospects on behalf of the organization

- Present information in large and small public settings
- Contribute to and encourage an environment of collaborative productivity
- Possess the self-discipline to initiate and complete tasks in a timely manner
- Recognize and be responsive to the needs of the organization and its stakeholders, including employees, funding organizations, the Board of Directors, Society members, alumni, and other community members.
- Genuinely commit to the community values and professional conduct expectations within the CSCE Employee Covenant.

Education and Experience

- A university level degree plus significant, relevant work experience.
- Membership in or certification of training by a recognized association of development professionals is desirable.
- Previous experience in a not-for-profit and/or educational environment, particularly with fundraising, admissions, and communications.
- Mature individual with 5 – 7 years related tasks and responsibilities
- A proven track record of achievement, collaboration, and a positive attitude.
- Verified Police background check – including vulnerable sector search - is required.
- First Aide, CPR and related medical first response training desirable.

Duties and Responsibilities

- Plan and oversee the operation of all development activities at CCS
 - With the Executive Director, devise long and short term strategies and tactics to achieve enrolment, retention, fundraising, and community engagement goals.
 - Propose and successfully manage an annually approved department budget
 - Efficiently manage designated support staff in line with stated goals and approved plans including admissions, fundraising, alumni relations, and community development.
- Sustain an effective communication plan to address all areas of institutional advancement, internally and externally.
- Drive processes for and participate in the identification, cultivation, and personal solicitation of donors including major and planned gifts (bequests, etc.).
- Craft effective messaging, media content, and events to address development priorities and achieve stated goals.
- Provide regular reports and accountability measures of all development work to the Executive Director on a designated basis, and to the CSCE Board as requested.

To Apply:

Please submit a cover letter, resume, and a short list of references to the Executive Director at kdewyn@calgarychristianschool.com by September 23 for consideration. Interviews will commence upon receipt of satisfactory candidates.

For more information about Calgary Christian School and the CSCE, visit our website at www.calgarychristianschool.com.