

POSITION POSTING

Position Title: Director of Advancement
Department: Advancement
Immediate Supervisor: Head of School

Nature and scope

As a member of the Senior Management team, the Director of Advancement, will embrace a dynamic full boarding school environment that is committed to delivering a well-rounded and well-grounded learning experience. They will play an essential role in supporting the School's [strategic plan](#) with specific oversight of the priority - "We must create a culture of philanthropy."

Major responsibilities

The Director of Advancement is responsible for:

- Major gift fundraising for both capital and endowment;
- Developing our legacy/planned giving program;
- Stewarding all constituent groups;
- Leading the advancement team;
- Supporting the Manager of the Student Impact Fund (Annual Fund);
 - Student Impact Fund
 - Parent events
 - Parent volunteer coordination
- Supporting the Manager of Alumni Relations;
 - Alumni (Old Brentonian) relations
 - Alumni events and reunions
 - Old Brentonian Executive
 - Careers' Day and Old Brentonian Awards
 - Brentwood archives
- Supporting prospect research and database management;
- Contributing to all aspects of school life; and,
- Being an external advocate for the School.

Education / Certification

- An undergraduate degree in Business, English, Communications or a suitable combination of post-secondary education and applicable work experience
- A Certified Fundraising Executive [C.F.R.E.] designation is an asset



Experience / Skills

Demonstrated strong work ethic & character

- Sets a high standard of diligence
- Willingness to go above and beyond
- Commitment to and belief in the cause
- Optimistic, can-do outlook
- Ability to work to timelines
- Tact, discretion, and ethical behaviour
- Attention to detail

Extensive experience with fundraising, preferably in an education setting

- Fluency and experience in all aspects of a full advancement program
- A fundraising track record of competency and success with direct involvement from annual fund through to legacy giving
- Personal experience in securing major gifts
- Ability to interact and connect with all constituent groups including major donors
- Building trusting and authentic relationships
- Possess a resilient spirit in pursuit of gifts that lift the school

Experience in leading teams

- Ability to inspire individuals and the team
- Ability to collaborate with various teams
- Commitment to grow the skill set, capacity, confidence and competence of every team member
- Driven passion to propel forward the school and advancement team

School leadership

- High level thinker and contributing member at a senior management level
- Demonstrated understanding of core independent school components
- Passion for working with and supporting students

Strategic thinker

- Ability to easily transition between tactical and strategic thinking
- Ability to plan and execute on long-range goals
- Understanding of the philanthropic environment in Canada, North America and the world

Superior communication skills

- Ability to clearly articulate strategic direction in both written and verbal modes
- Ability to present a compelling message of philanthropy across the school family
- Superior listening skills
- Comfort and fluency with social media platforms



BRENTWOOD
COLLEGE SCHOOL

Working Conditions

- Flexibility in work days is vital working in a school community that operates seven days a week
- Travel is an important aspect of this position
- The successful applicant must be legally entitled to work in Canada
- Criminal Record Check clearance is required for initial and ongoing employment

Qualified applicants should forward their applications, including cover letter and résumé, to the attention of Human Resources **no later than at 5pm on January 26th, 2021.**

Fax (250) 743-8446 | hr@brentwood.bc.ca | 2735 Mt. Baker Road, Mill Bay, BC V0R 2P1

We thank all applicants for their interest in our school