



VANCOUVER
COLLEGE

POSITION DESCRIPTION

Title:	ADVANCEMENT AND DONOR SERVICES OFFICER
Status / Term:	1.0 FTE / Permanent
Salary Range:	\$58,000 - \$70,000
Reports to:	Director of Advancement or President

Preamble:

Vancouver College, established in 1922, is the only K-12 independent Catholic boys school in British Columbia. With over 1,000 students, the school is well known for its spiritual program, outstanding academics and expansive co-curricular program.

The school's new campus and revitalized facilities, completed in 2020, serve as a testament to the generous support from generations of families, alumni, staff, and friends. Our Mission of developing young men - academically, spiritually, athletically, and artistically - is achieved thanks to the combined generosity of those who came before us, as well as current donors who provide financial support on an ongoing basis.

ROLES AND RESPONSIBILITIES

VC's Advancement Office is seeking a dynamic team member to serve in the role of Advancement and Donor Services Officer, whose primary responsibilities include:

- Ensuring the effective development and management of information on prospective donors and current donors to ensure accuracy in database management, receipting (CRA compliance), reporting, stewardship, prospect research and other functions.
- Managing and implementing all aspects of Vancouver College's integrated direct response program.
- Overseeing advancement-initiated activities and events.

Donor Services

- Provide database management support in all aspects of Advancement including data entry/import following data integrity guidelines, segmentation, and analytics using Raiser's Edge.
- Prepare records relative to the collection and processing of gifts and all donor records at the direction of the Director of Advancement.
- Perform queries on the database, generate lists for various purposes, and compile reports.
- Manage follow-up of pledges, recurring monthly giving, and coordinate/reconcile with the Business Office.
- Coordinate the interface between Raiser's Edge, Online Express, and the Business Office's Quickbooks.
- Generate charitable tax receipts and ensure CRA compliance.
- Analyze and report on the results of solicitations and campaigns.
- Prepare and create donation forms on Online Express.
- Provide monthly financial reports.

Advancement Services:

- Organize/coordinate/attend Advancement events.
- Take a leadership role with the stewardship program and materials preparation including thank you letters and donor gifts.
- Work with the Director of Advancement or President on recognition opportunities, including the design of donor plaques.
- Review new prospects to ensure the ongoing development, expansion, and renewal of the prospect base, to which the school will turn for current and future support.
- Prepare detailed and up-to-date research briefings on prospects for solicitors as needed.
- Support the President with alumni relations needs as requested.

Other:

- Perform other duties as assigned by the Director of Advancement.

Education/Experience

- Familiarity with and commitment to the Mission of Vancouver College and/or comfort working in a Catholic, faith-based environment.
- Strong data management skills utilizing fundraising database software, preferably Raiser's Edge and knowledge of Online Express and NXT, an asset.
- Demonstrated accuracy and keen attention to detail.
- Proficiency with Microsoft Office programs (mail merge and spreadsheets) and experience with web-based applications and payment services.
- Track record in effective constituent segmentation and in integrating annual giving into an overall advancement program.
- Experience working with sensitive information and ability to maintain strict confidentiality.
- Post-secondary degree or diploma and a minimum of three years' experience in advancement/development/outside sales, preferably in data management and/or annual fund work or an equivalent combination of experience and education.

Skills/Abilities

- Strong interpersonal skills to relate to donors, volunteers, and colleagues.
- Self-motivated (a "self-starter"); innovative and ability to work with independence within the context of a team environment.
- Flexible in approaching complex situations and relationships.
- Results-oriented and goal-driven.
- Strong written and oral communication skills
- Strong analytical skills, including the ability to interpret and manage data.
- Ability to effectively manage multiple projects and priorities, giving careful attention to detail
- Second language proficiency in Mandarin would be an asset.

To apply, please submit a resume and cover letter to hroffice@vancouvercollege.ca by Tuesday, January 21st. Thank you for your interest. We look forward to hearing from you.