



VANCOUVER
COLLEGE

Title: Advancement Services - Major Gifts Officer

Position Type: Permanent, Full-Time

Reports to: President

Salary: \$65,000-\$80,000

About Vancouver College:

[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 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.

Primary Function of the Position:

Reporting to the President, the Major Gifts Officer works as a key member of the Advancement team; colleagues who, on behalf of the Vancouver College and the VC Millennium Foundation, lead and coordinate all fundraising initiatives in conjunction with Vancouver College Parents Association ("VCPA") and the Vancouver College Alumni Association ("VCAA"). Together, Advancement, VCPA, and VCAA work to support students in need of financial assistance, as well as ensuring the school's property and facilities continue to provide a vibrant and inspirational educational environment.

In the role of Major Gifts Officer, the successful candidate will be responsible for the design, development and implementation of Vancouver College's major gifts program. Duties will include managing and cultivating relationships with existing school donors, as well as identifying new prospects. Fundraising opportunities at Vancouver College include our annual appeal, special events, and capital campaigns. Earlier this year, following approval from the Board of Directors,

Vancouver College began a capital campaign for a new building that will be home to our music program and digital media space while also allowing for further expansion for other academic and athletic programs.

Suitable candidates for this position should have excellent communication and relationship building skills, as well as a strong desire to engage with and energize various stakeholders including parents (existing, former and potential), alumni, and other supporters of Catholic education.

Duties and Responsibilities

- Building relationships with existing and potential donors.
- Securing major gifts at the \$5k-25k level with the goal of raising in excess of \$1.5 million annually.
- Utilizing systems and software (such as Raiser's Edge & Power School) to help connect with donors and prospects.
- Working with the VC Parents Association and VC Alumni Association to align efforts and ensure successful fund- and friend-raising events.
- Supporting the President and other members of the Advancement Committee in making face-to-face gift solicitations.
- Organizing and contributing to school events designed to recognize and celebrate financial donors in the school community.
- Contributing to the creation of the annual Advancement plan and the Board of Directors' Annual Report.
- Actively supporting the work of the Vancouver College Limited Board of Directors' Advancement Committee by tracking and reporting on Advancement progress over the course of the school year.
- Willingness to occasionally work evenings and weekends in order to attend and be actively involved in school events and donor appreciation activities.

Education/Experience

- Post-secondary degree or diploma
- Ideally, a minimum of five years of fundraising experience working in an educational or related nonprofit sector.
- Experience working with sensitive information and ability to maintain strict confidentiality.
- Familiarity with and alignment with Vancouver College's Mission, Vision and Values, as outlined in our [Strategic Plan](#).

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.
- Knowledge of Raiser’s Edge or similar donor database.

To apply, please submit a resume and cover letter to hroffice@vancouvercollege.ca by Tuesday, January 21, 2025. Thank you for your interest. We look forward to hearing from you.