

**Founded in 1930, St. George's School of Montreal is a private co-educational, non-denominational school that provides student-centred education of the highest quality within a spirited, engaging, creative and cooperative environment. A leader in Progressive Education, our philosophy encourages an individualized approach to teaching and learning while fostering excellence and rigour within our classrooms.**

## **Donor Engagement and Stewardship Officer**

Permanent, Full-time

### **Description:**

Reporting to the Director of Advancement, the officer manages donor and volunteer engagement strategies, and contributes to advancement efforts in support of the School's mission and strategic goals.

### **What you'll do:**

- Manages annual fund, donor engagement, solicitation, recognition and stewardship; develop and grow existing engagement strategies, and explore new pilot programs
- Solicit annual fund donations and engage leadership donors
- Analyse data to identify and cultivate major gift prospects; conduct prospect research and create donor profiles
- Implement the vision for volunteer management and partnership development programs
- Design, manage and monitor critical path and timelines for Mentorship Program and committee work
- Manage event logistics to ensure smooth execution and success
- Conduct comparative research on advancement practices in independent schools and other project-based research
- Collaborate on annual reports, budgets, donor profiles, newsletters, and/or other impact reports; create fundraising materials
- Ensure detailed notes are recorded in Raiser's Edge
- Fulfills other duties as required

### **Skills, Experience and Attributes Required:**

- Undergraduate degree in an appropriate field
- Minimum 2 - 3 years of experience, preferably in fundraising, project management and/or supervision of volunteers
- Proven experience and track record in conceptualizing and executing donor cultivation and stewardship
- Experience in prospect management tools and with donor databases, preferably Blackbaud's Raisers' Edge
- Association of Fundraising Professionals (AFP) membership an asset
- Excellent written and verbal communication skills in English

### **Who you are:**

- Professional, diplomatic and ethical
- Creative and persuasive with a strong donor and client-service focus
- Analytical, strategic-thinker, adaptable and relatable
- Highly motivated, enthusiastic, self-directed and a team player

*We thank all candidates for their interest in the above position; however only those selected for interviews will be contacted.*

At St. George's School of Montreal, we pride ourselves on being a truly collaborative, innovative team. With small classes and the support of learning specialists to assist with our child-centred pedagogy, our teachers enjoy an environment which provides the opportunity to focus on what they love most – teaching!

We are committed to sustainability, community involvement, social mindedness and celebrate the uniqueness of every individual. Our inquiry - based approach and respectful culture make St. George's a teaching and learning environment second to none.

St. George's is proud to offer a generous benefits plan, career development opportunities, proximity to Mount-Royal and access to public employees' retirement plan.

We are committed to equality and diversity within our community.

Please submit your curriculum vitae and letter of intent by **5 pm on Monday, August 15, 2022** to:

**Ioanna Barkoulas**  
Human Resources Service Partner

3100 The Boulevard  
Montreal, QC H3Y 1R9

[ioanna.barkoulas@stgeorges.qc.ca](mailto:ioanna.barkoulas@stgeorges.qc.ca)