



## **Development and Alumni Manager Linden Christian School**

**Responsible to:** Principal and CEO

### **Primary Responsibility:**

The primary responsibility of the Development and Alumni Manager is to lead and manage fundraising, including major capital projects, regular (annual) giving, fundraising events, and legacy giving. The Development and Alumni Manager will also have management and leadership responsibility for alumni relations, including an annual program of alumni events and communications.

### **Key responsibilities:**

#### **Strategy Implementation and Fundraising Activities**

- Develop a fundraising approach that achieves the strategic objectives and specific targets as agreed by the Principal/CEO
- Identify, cultivate, and steward major prospects through building effective relationships
- Secure major gifts for the School's capital projects, bursaries, and other funding needs
- Develop and manage regular (annual) giving, including the fundraising banquet
- Establish and build a legacy giving program including promotion and assisting donors with planning and fulfillment
- Effectively communicate the aims and purpose of development and alumni relations throughout the School
- Attend and contribute to Executive Team meetings and School Board meetings as required
- Develop, promote, and manage alumni relations, including an annual program of events and an ongoing communications strategy

#### **Reporting and Communications**

- Establish and manage the Development Committee
- Liaise with internal departments to ensure effective coordination and good relationships within the school and church
- Create and manage an appropriate donor database and related reporting
- Prepare donor communications
- Provide informative management statistics
- Work collaboratively with the finance departments in the processing and receipting of donations in accordance with Canada Revenue regulations



### **Leadership and Management**

- Manage the day-to-day activities related to Fund Development and Alumni
- Establish a presence with parents, students, and alumni related to general awareness
- Develop and manage the Fund Development and Alumni budget, including revenue generation and expense management
- Participate in strategic planning for the school
- Support, and coordinate with, school marketing and communications activities

### **Other**

- Participate in continuous learning in the field of fundraising, stewardship, and alumni
- Develop networks with similar organizations
- Carry out other duties as may be reasonably requested by the Principal/CEO

### **Key working relationships:**

Will work closely with the Principal/CEO and the Executive Leadership Team, the Administrative Support Assistant-Special Projects, the Communications Specialist, and donors. The position will involve developing a volunteer network to support events and projects.

### **Experience:**

- Five to ten years in a similar role, preferably in a Christ-focused/ministry environment
- Proven success in fundraising or transferable professional experience
- Progressive career development in management and leadership

### **Skills/Knowledge:**

- Ability to work with major donors; including the ability to ask successfully for major gifts face to face, and in writing
- Formal education/training in fundraising and planned giving
- Strong written and interpersonal skills

### **Personal Attributes:**

- Positive and enthusiastic support of Linden Christian School's vision and mandate and agreement with its Statement of Faith
- Highly motivated and target-driven
- Strong capabilities in the use of a fundraising database, word, excel, powerpoint, Google Docs
- Relationship builder



- High degree of personal integrity and maturity
- Creative thinker with the ability to conceptualize and grow a fund development department and alumni program

**Details of employment:**

This is a part-time, part-year contract, (.5 Full Time Annual Equivalent) September to June, the equivalent of days per week, with Christmas and Spring Break paid holidays. There is potential to expand this position and department, based on achieved and forecasted results.

The position would include participation in the Employee Group Retirement Plan, if eligible, and qualifies for a prorated tuition discount for one's own children.