



# ST. MARY'S ACADEMY FOUNDATION

550 Wellington Crescent, Winnipeg, MB, R3M 0C1

204-477-0244

[www.smamb.ca](http://www.smamb.ca)

St. Mary's Academy is a grades 7–12 Catholic girls' school in the tradition of the Sisters of the Holy Names of Jesus and Mary

## Career Opportunity

### Advancement Manager

This is a full-time, 37.5 hour per week, 12 months per year position. The incumbent will attend activities and events outside of normal working hours. Some local travel is required. Position begins January 6, 2022.

The Advancement Manager is an ambassador for St. Mary's Academy (SMA) who represents and exemplifies its mission, vision and values to external and internal stakeholders and audiences. The Advancement Manager leads and supports the Foundation's efforts in the areas of advancement, development, and donor relations. The Advancement Manager is exceptional at identifying, engaging and cultivating relationships with prospective and current donors. They are passionate about the importance of an all-girls, faith-based education and carrying forward the legacy and traditions of SMA. As part of the Advancement and Development team, the Advancement Manager collaborates with the team to establish and meet strategic goals, set and manage the Advancement budget and assess and measure the success of advancement/development initiatives. The Advancement Manager is appointed by, and reports to, the President/Executive Director of St. Mary's Academy Foundation.

#### Duties and Responsibilities

##### Advancement/Development

- Instrumental in the development and implementation of a long-range strategic plan of institutional and educational advancement for SMA
- Executes strategies for obtaining donations through annual giving, major gifts, planned giving and event sponsorship
- Identifies and solicits donations (from all constituents including individuals, alumnae, corporations and foundations) with collaboration from the Foundation Development Committee
- Effectively utilizes and leverages resources and relationships to identify and prospect new donors
- Organizes and delivers all advancement activities related to campaigns and fundraising events, including identifying and securing sponsorships
- Assists with all communication activities that support relationships between the Academy and its constituencies, board members, parents, alumnae, donors and friends
- Works in close cooperation with SMA Foundation Board of Directors, Chair of the Development Committee, and the President/Executive Director.
- Manages, plans and administers the Advancement office annual operating budget
- Works with the Controller of the Finance Office to ensure accurate recording and reporting of fund revenues and expenses
- Prepares Advancement Report for the meetings of the SMA Foundation Board of Directors
- Collaboratively works with the Database Administrator in the maintenance of the constituent database, Raiser's Edge, to ensure accurate information and record keeping
- Regularly assess segments of data and identify areas of opportunity
- Stays up-to-date on current industry trends and best practices and identifies areas of innovation
- Participates actively in the life of the school and completes other activities as assigned by the President/Executive Director

##### Donor Relations and Collaboration

- Implements a program of donor recognition and cultivation through hospitality and stewardship of special events, receptions, school tours and external visits
- Prepares acknowledgement and recognition letters for donations
- Passionately shares and collects stories from donors
- Develops strategies to encourage regular giving by alumnae with a plan to identify, cultivate, solicit and steward alumnae to sustain and upgrade donations with emphasis on bursary support
- Collaborates with the Director of Communications and Marketing in the development of materials to support solicitation and the cultivation of donors and events

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## Advancement Manager

### Duties and Responsibilities Con't

#### Grant Writing

- Studies and understands the history, structure, objectives, programs and financial needs of SMA
- Researches grant opportunities from government and non-government agencies
- Drafts grant proposals and supporting documents based on the funding requirements of SMA
- Submits proposals to grant coordinators for approval
- Responds to internal and external queries on drafted and submitted proposals
- Maintains positive relationships with fund providers and other stakeholders
- Maintains records and submits reports related to grant opportunities

### Role Specific Competencies, Qualifications and Requirements

- Post-secondary education, minimum 3 years of experience
- Experience in charitable sector with knowledge and a proven track record in major gifts, annual giving, planned giving and event sponsorship
- Knowledge of the technical aspects of database management, specifically Raiser's Edge
- Strong computer skills, including high competency with Microsoft Office 365
- Refined leadership and management skills
- Strong organizational and time management skills
- Strong written and verbal communication skills, including a positive online presence
- Excellent interpersonal skills
- Demonstrated commitment to the principles and culture of philanthropy
- Membership in Association of Fundraising Professionals or equivalent considered an asset

### How to apply

Submit cover letter and résumé to Jennifer Tesoro, President/Executive Director of St. Mary's Academy Foundation, via the Executive Assistant, Nadine Dannenberg [ndannenberg@smamb.ca](mailto:ndannenberg@smamb.ca).

### Application Deadline

December 10, 2021

*We thank all applicants for their interest in St. Mary's Academy. Only applicants considered for an interview will be contacted. All applications will be held in confidence.*