



ST. MARY'S ACADEMY FOUNDATION

550 Wellington Crescent, Winnipeg, MB, R3M 0C1

204-477-0244

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

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. This role will be responsible for leading the development and execution of a long-range strategic plan in the areas of advancement, development, and donor relations for the Academy in consultation with the President/Executive Director of the St. Mary's Academy Foundation Board.

The successful candidate will be adept at identifying, engaging and cultivating relationships with prospective and current donors. They will be 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 will collaborate with the team to establish and meet strategic goals, set and manage the Advancement budget and assess and measure the success of advancement and development initiatives. The Advancement Manager is appointed by, and reports to, the President of St. Mary's Academy/Executive Director of St. Mary's Academy Foundation. 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.

Duties and Responsibilities

Advancement/Development

- Creates and coordinates the development of the Advancement Office's strategic plan. This will require a complete review of past activities, and a thorough assessment and understanding of the current situation to complete.
- Analyzes stakeholder engagement metrics to determine plans and actions to improve the effectiveness of communication, community engagement, and alumnae giving.
- 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 support from the Foundation Development Committee.
- Manages and cultivates community relationships to identify and prospect new donors.
- Organizes and delivers all advancement activities related to campaigns and fundraising events, including identifying and securing sponsorships.
- Manages, plans and administers the Advancement office's annual operating budget.
- Works collaboratively with the other database administrators in the maintenance of the constituent database, Raiser's Edge, to ensure accurate information and record management.
- Assists with all communication activities that support relationships between the Academy and its constituents, board members, parents, alumnae, donors and friends.
- Works closely with the Finance Office Controller to ensure accurate recording and reporting of fund revenues and expenses.
- Prepares Advancement Reports for all SMA Foundation Board of Directors meetings.
- Stays current on industry trends and best practices and identifies areas for innovation.
- Participates actively in the life of the school and completes other activities as assigned by the President/Executive Director.



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Advancement Manager

Duties and Responsibilities con't

Donor Relations and Collaboration

- Oversees and manages a program of donor recognition through hospitality and stewardship of events.
- Prepares acknowledgement and recognition letters for all donations.
- Passionately collects, curates and shares stories from the community of donors.
- Collaborates with the Director of Communications and Marketing in the development of content and materials to support solicitation and engagement of donors and events.
- Develops and implements strategies to encourage regular giving by alumnae.
- Supports the Finance Office Controller in the identification and completion of available Grant and Funding applications.

Role Specific Competencies, Qualifications and Requirements

- Post-secondary education in a related discipline.
- A minimum 3 years of experience in charitable sector with knowledge and a proven track record in major gifts, annual giving, planned giving and event sponsorship.
- Knowledgeable and skilled with Raiser's Edge fundraising and relationship management software.
- Strong computer skills, including high competency with Microsoft Office 365.
- Well-developed planning and organizational skills, with the ability to effectively manage multiple projects with competing priorities.
- Strong written and verbal communication skills, including the ability to deliver presentations to a variety of stakeholders.
- Demonstrated commitment to the principles and culture of philanthropy.
- Membership in Association of Fundraising Professionals or equivalent considered an asset.
- Experience working with volunteer committees and or boards considered an asset.

How to apply

Submit cover letter and résumé to Nadine Dannenberg, Executive Assistant, at ndannenberg@smamb.ca.

Application Deadline

April 29, 2022 or until position is filled.

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.