



GONZAGA MIDDLE SCHOOL

Advancement Manager Job Description

Reports to: **Directly: Executive Director**
 Indirectly: Principal

Gonzaga Middle School (GMS) is an innovative, independent middle school for underserved students from low-income neighbourhood families. It uses the unique middle school educational framework and best practices from Jesuit Nativity model schools, adapting them to the community served in Winnipeg. The school offers small class sizes, enrichment opportunities, summer programming for middle school students. It then provides a Graduate Support Program for GMS graduates through high school and post-secondary studies.

Basic Function:

In a Jesuit Nativity Model School environment that fosters collegiality and supports continuous learning, the Advancement Manager is responsible for the planning, implementation and evaluation of fundraising, public relations and educational outreach at GMS. The key role is to assist in the procurement of the funds/resources necessary for GMS to carry out its educational mission. The Advancement Manager works closely with the Executive Director and the Board Fundraising Committee to enhance and support the overall mission of GMS, in the process ensuring that ample, unrestricted, program funds are generated. This position is a twelve-month renewable contract and involves working in a hybrid (home/office) environment.

Expected Competencies:

Personal Attributes

- Displays the ability to multi-task and work under pressure
- Shows initiative and can work independently
- Is both culturally aware and politically astute
- Demonstrates respect for the GMS mission, its brand and Jesuit Nativity model school distinctiveness
- Is able to successfully work as part of a team

Communication Skills

- Displays effective oral communication that is professional, passionate, engaging and stakeholder sensitive
- Displays effective written communication that is professional, passionate, engaging and stakeholder sensitive
- Is personable and displays high impact networking skills

Strategic Organization

- Has the ability to plan for the short term (weekly) and for the long term (monthly/yearly)
- Displays excellent project management skills

Advanced Technological Skills

- Is able to effectively manage an electronic donor management system (e.g. “Donor Perfect”)

- Under the direction of the Executive Director and/or the Principal, is able to support and manage an effective GMS website and social media presence
- Applies appropriate technological ethics and privacy rights when using digital and social media
- Has the ability to work with Windows based Office software: Microsoft Word, Excel, Publisher, Adobe InDesign and is familiar with other applicable software

Sales

- Can effectively solicit, cultivate and steward donors
- Displays an in-depth understanding of the donor cycle

Grant Preparation

- Proactively identifies and researches grants that fit the mission of GMS
- Displays the ability to identify, write and complete grants in a timely manner
- Displays the ability to manage and follow up on successful grant requests

Accountability

- Is able to identify and set objectives and goals
- Displays accurate data analysis, presentation and record keeping skills
- Has successful experience planning and managing a budget

Qualifications:

- Bachelor's Degree or equivalent
- CFRE (Certified Fundraising Executive) designation or working toward CFRE is advantageous
- Participation in the Association of Fundraising Professionals
- More than 5 years of experience working for local charities

Required Duties and Responsibilities:

Advancement

1. Advancement Plan:
 - Ensures the implementation, tracking and measurement of progress against the Advancement Plan
 - Works with the Executive Director and Fundraising Committee to evaluate and modify the Advancement Plan
2. Donor Cultivation and Solicitation:
 - Develops donor prospect lists with assistance from the Executive Director and Board Fundraising Committee
 - Prompts key GMS stakeholders on relationship building, solicitation timelines and deadlines
 - Assists the Executive Director and staff with school visits of prospective donors
 - Takes responsibility for ensuring tracking of all donor communication, solicitation and stewardship (e.g. "Donor Perfect")
3. Corporate and High Net Worth Donor Development
 - Conducts prospect research, cultivation and solicitation of corporate philanthropic and sponsorship supporters and of high net worth individuals

- Oversees all fundraising event planning
- Develops and recommends event materials, format and arrangements

Public and Media Relations

- Identifies and arranges public speaking opportunities for key GMS stakeholders
- Develops, recommends and implements public and media relations opportunities
- Oversees the content for communication vehicles such as the website, marketing materials, newsletters and media releases

Judgment, Independence and Client/Peer Contact:

- At no time should the Advancement Manager discuss publicly or release unauthorized information pertaining to school affairs. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.
- Demonstrates an ability to work independently
- Direct contact with students, parents and the general public is regular and frequent

Candidates fitting the above criteria can forward a letter of interest including salary expectations, a resume, and 3 references, in confidence, to:

tlussier@gonzagamiddleschool.ca

Salary Range \$55,000-\$70,000 per year, plus comprehensive benefit and pension plans

Closing Date: Sunday December 4, 2022 (11:59 pm)

Questions about the opportunity can be directed to:

Tom Lussier, Executive Director

Gonzaga Middle School

Phone: (204) 949-7101

Email: tlussier@gonzagamiddleschool.ca

Website: www.gonzagamiddleschool.ca

GMS encourages applications from all qualified individuals. We thank all who apply; only those candidates selected for an interview will be contacted.

GMS is committed to promoting the welfare of our students. All qualified applicants will be required to provide a clear Criminal Record Check and Child Abuse Registry Check prior to commencement of employment.

Updated November 2022