



Job Advertisement

Associate Director of Development

Full-Time, Indefinite Term

Ashbury College is a leading not-for-profit independent day and boarding school for students in Grades 4 to 12 located in Canada's capital and the traditional, unceded territory of the Anishinàbe Algonquin Nation. We serve a diverse community of over 60 nationalities from around the National Capital Region, the diplomatic community, and international and domestic boarding students.

Our mission is to inspire students in a dynamic learning environment as intellectually curious, compassionate, and responsible global citizens. Our strategic direction is centered on the highest standards in teaching and learning; whole student development; access and inclusion in our pluralistic community; community engagement; and resource stewardship for long term-sustainability.

Located in central Ottawa, Ashbury College is currently seeking a full-time Associate Director of Development to support the preparation, implementation and management of a comprehensive development strategy, program and plan for the College.

Reporting to the Director of Development, you will work as senior member of our Development team to enhance our thriving community through growing constituent giving, annual giving, major gifts, planned giving, endowments, and capital campaigns, that advances the college's strategic plan. And you bring a commitment to promoting and enhancing the equity, belonging, value and dignity of all colleagues and donors throughout your work history.

Specific responsibilities include:

- Lead the College's annual giving campaign and assist in the development of fundraising program elements including the Major Gifts, Planned Giving, Capital Campaign and Constituent Giving, to identify and gain the support of potential major donors
- Identify and implement best practices for ethical solicitation, follow-through, and evaluation
- Identify and develop individual prospect relationships
- Provide advice and guidance to the Leadership Team, and facilitate consultations with senior staff to raise awareness and drive relationship development /management to optimize donations
- Support the management of a team of advancement staff and volunteers to implement and support the program, including oversight of the Ashbury Parents' Guild
- Manage the prospect pipeline. Proactively identify new and high-level annual and major gift leads and prospects
- Lead moves management including prospect tracking and record keeping processes.
- Advise departmental leaders on engaging the private sector
- Develop effective donor stewardship and recognition strategies
- Manage the administration of the donor mailing lists and database to ensure confidentiality
- Manage in-kind donations and determine appropriate receipt level, and the thanking / recognition of donors and volunteers, and the preparation of corresponding reports
- Lead and/or support major function events, including Donor receptions, Cultivation events, Homecoming, Graduation and Ashbury Parents' Guild events

You hold a related designation from a recognized post-secondary institution and have at least five years of progressive fundraising experience and demonstrated career growth. A Certified Fundraising Executive (CFRE) designation or equivalent designation is an asset.

Your demonstrated skills, knowledge and experience include:

- Knowledge of the theories, principles, ethics, techniques and best practices for major fundraising and related activities
- Knowledge of relationship and stewardship development principles and practices related to fundraising

- The ability to conceptualize and articulate a creative strategy direction for fundraising/development for the college, and help translate that strategy into successful programs, initiatives, events, and campaigns
- Experience reviewing and assessing fundraising activities to determine if goals are being met, and where improvements are needed
- Successfully identifying potential new donors and develop engagement strategies
- Anticipating community reactions to fundraising campaigns, and develop methodologies to optimize engagement
- A history of developing relationships with and engage stakeholders at all levels and in all communities
- The ability to foster a culture of philanthropy within organizations through effective communications and public relations
- Communicating effectively and engagingly with senior management and staff on all aspects of the program, with a wide variety of stakeholders, and with the public

The position is effective in late June, or earlier depending on your availability.

If you are interested in joining the Ashbury College community, please forward your resume and cover letter to hr@ashbury.ca and include “Associate Director of Development” in the subject line. The deadline for applications is Friday, June 2, 2023. Only short-listed applicants will be contacted.

We offer competitive compensation and benefits, and a highly ethical, international, and dynamic work environment. For more information about our school, please visit www.ashbury.ca

Should you have any questions about this position, please email hr@ashbury.ca

If we contact you about an employment opportunity and you require an accommodation, we'll work with you to meet your needs.