

Bayview Glen

INDEPENDENT : SCHOOL

Founded in 1962, Bayview Glen is an independent, co-educational university preparatory day school with more than 1100 students from Preschool through to Grade 12. Our school thrives on two closely connected campuses in the heart of Toronto and offers a truly transformative educational experience, intentionally creating a welcoming, vibrantly diverse community, guided by inspiring teachers and fueled by a forward-looking curriculum. Bayview Glen is a member of the CIS Ontario, CAIS, NAIS and Round Square organizations.

Bayview Glen School is looking for a full-time **Advancement Officer** to join our team. Reporting to the Senior Director of Advancement, this position plays a pivotal role in advancing the School's philanthropic goals. The Advancement Officer will provide strategic research support and data-driven guidance to identify and engage donors successfully along their giving journey at Bayview Glen.

What You'll Be Doing:

- Developing and maintaining content for campaign case for support including content for specific program areas.
- Preparing individualized proposals for major donors and gift agreements etc.
- Preparing status reports – identification through to solicitation and stewardship.
- Liaising and working with Communications to ensure overall message alignment and facilitating creation of allied broader organizational communications messages.
- Developing the Moves Management system and maintaining records in Raiser's Edge to support the co-ordination of proposal writing, applications and renewal submission, mid-grant reporting and application status updates.
- Supporting, participating and assisting the Senior Director of Advancement with the constituent engagement and solicitation process.
- Annual and long-range planning of research services, donor identification strategies and managing donor information.
- Researching and evaluating prospective new funders.

What You'll Need:

- Post-secondary education and/or a diploma in fundraising, marketing, public relations, or equivalent.
- Minimum of three to five years' experience in the non-profit sector with direct experience researching and writing for capital campaigns, major gift campaigns, and grant proposals.
- Proficiency with Microsoft Office and Raiser's Edge (or similar CRM database system). Experience with Adobe Creative programs (InDesign, Photoshop, Illustrator) would be considered an asset.
- Excellent written and verbal communication skills including the ability to write clear, structured, articulate, and persuasive proposals.
- Exceptional interpersonal and relationship-building skills to engage with prospects and donors.
- Strong organizational, planning and time management skills, with demonstrated ability to manage multiple projects and handle competing and changing priorities.

- Demonstrated inclusivity and belonging skills to contribute to a diverse and welcoming space
- Unwavering trust & integrity, ensuring a safe and respectful environment.
- Demonstrated knowledge of research techniques, major gifts fundraising and moves management processes to build strong pipelines of prospective donors.
- Flexibility to work on occasional evenings/weekends.

Who You Are:

- A motivated and energetic self-starter, with a positive attitude and a keen attention to detail
- Passionate about the education sector with a strong desire to make a meaningful impact
- Innovative and adaptable to manage evolving educational priorities, enhance Advancement processes and face challenges as learning and growth opportunities.

Here's What We Offer:

- A competitive salary
- A generous group benefit and RRSP plan
- A collegial work environment where employees have fun together
- A welcoming, vibrantly multicultural community
- Meaningful work in an educational environment with future leaders of tomorrow
- Professional development opportunities
- Lunches and parking provided
- A generous vacation/holiday policy and summer hours

If you are passionate about advancing the mission of Bayview Glen and have a proven track record in prospect research and persuasive proposal writing, we invite you to submit a cover letter and resume (***combined into one document***) with “*Advancement Officer*” as the email subject line to hr@bayviewglen.ca by no later than **November 15, 2023**.

At Bayview Glen we are committed to fostering an inclusive, accessible environment, where all members of our school community feel valued, respected, and supported. We encourage qualified applications from the diverse communities in which we live and serve and who may contribute to the further diversification of perspectives and ideas. We will accommodate needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please contact our Human Resources Department for assistance if required.

As a condition of employment, successful candidates will need to provide a current vulnerable sector screening from the police jurisdiction in which they reside prior to commencing employment.

We would like to thank all applicants in advance for your interest; however only those candidates invited for an interview will be contacted.

For further information, please visit us online at www.bayviewglen.ca