



# Montcrest

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## Montcrest School - Job Posting **Advancement & Communications Officer**

Located in Toronto, Montcrest is a JK – 8, co-educational day school focused on providing student-centred learning in a caring and nurturing environment. We combine our nearly 60 years of experience with leading-edge teaching and learning practices. Our co-curricular and outreach programs reflect the values of our character program: Respect, Responsibility, Integrity, Compassion, and Courage. Our broad aspiration is to be recognized as the leading elementary school community in Canada in realizing the unique potential of each child.

### **Summary of Role**

Reporting to the Director of Advancement, the Advancement & Communications Officer provides effective and efficient support for Montcrest's goals in fundraising, communications, marketing, and community relations. This is a multifaceted position with direct responsibility for leading the school's annual giving campaign, creating and executing Montcrest's communications and marketing plan, and managing Montcrest's fundraising database (Raiser's Edge).

**Full-time** - work hours may be adjusted to accommodate events (some evening and weekend work as required).

### **Key Responsibilities**

#### **Annual Giving & Fundraising**

- Lead the planning and execution of Montcrest's Annual Giving campaign.
- Plan and organize annual giving solicitations, including timing and nature of appeals, and writing copy (working with outside vendors as necessary).
- Create donor-focused communications (e.g. Annual Report).
- Build and manage relationships with donors/prospects of less than \$10,000 and secure gift commitments.

#### **Marketing & Communications**

- Lead the creation and execution of the school's communications and marketing plan.
- Create content, manage and enhance the montcrest.ca website.

- Maintain and create content for Montcrest's social media & communication channels.
- Organize and manage photo and video inventory.
- Identify opportunities to broaden and enhance the school's reputation.

### **Database Management - Fundraising Support & Community Relations**

- Manage Raiser's Edge database ensuring accuracy, data integrity and timely transaction processing:
  - Ensure that effective procedures are in place for updating records, reporting, forecasting, and establishing performance metrics.
  - Work with Advancement, IT, and Finance to ensure that tracking, reporting and information management needs are being met and coordinated.

All members of the Advancement Team provide backup support to other members as needed throughout the year. Team members are also expected to support other aspects of school life as required.

### **Preferred Qualifications & Experience**

- Related university degree.
- 2-5 years experience in fundraising, communications & community relations (ideally in an independent school setting).
- Strong working knowledge of Raiser's Edge and strong computer skills.
- Ability to build rapport and credibility with a range of stakeholders.
- Demonstrated ability for creative and innovative thinking.
- High level of energy; willingness and flexibility to initiate and accomplish multiple and varying initiatives in a fast paced environment.
- Excellent communication and interpersonal skills.

We welcome your application! Please send your résumé and cover letter to [careers@montcrest.ca](mailto:careers@montcrest.ca).

We will begin contacting applicants of interest in early March. The ideal start date is in March or April 2020.

Montcrest School is an equal opportunity employer, and we strive to foster an inclusive, equitable, diverse, and accessible environment. We welcome applications from all interested individuals, however only those candidates selected for an interview will be contacted.