

Greater Saskatoon Catholic Schools Foundation Inc.

Position: Director of Development/Executive Director
Full Time, Fall, 2019
Saskatoon, Saskatchewan

Description: The Director of Development will lead an efficient and energetic team to raise funds in support of Catholic education for the Greater Saskatoon Catholic School Division. The Greater Saskatoon Catholic Schools Foundation (the "Foundation") provides ongoing funding and support for initiatives leading to spiritual growth, educational excellence and opportunities for service and compassion for students and staff of the Greater Saskatoon Catholic Schools.

The Director of Development/Executive Director reports to the Greater Saskatoon Catholic Schools Foundation Board of Directors through the Chair of the Board.

Duties:

- Oversee the daily operations of the Foundation office.
- Prepare and update a written fundraising campaign strategy including a campaign communication strategy.
- Identify, engage and solicit support from potential major donors.
- Engage and solicit support from other stakeholders of Catholic Education including Alumni and parents.
- Identify, engage and solicit support from the Diocese of Saskatoon, the Eparchy of Saskatoon and local Catholic Organizations.
- Actively seek support and partnerships from the corporate community and other foundations.
- Prepare and distribute "Sharing The Good News" E-Newsletter.
- Oversee the maintenance and enhancement of the database of past and present supporters and donors.
- Prepare applications for Federal, Provincial and Municipal grants.
- Actively participate in the fundraising events of the Foundation.
- Oversee the donor recognition program for the Foundation.
- Oversee the Annual Operating Budget for the Foundation.
- Oversee the Annual Report for the Foundation.
- Ensure that audited Financial Statements are prepared for the Foundation and approved by the Board.
- Prepare and update Operational Policies for the Foundation as needed.
- Report to the Board of the Foundation as needed.
- Perform other related duties as assigned by the Chair of the Board from time to time.

Qualifications and Skills:

- Preference given to practicing Catholics.
- Familiarity with the Saskatoon Catholic Community.
- Degree in related field. Master's degree and/or Certified Fundraising Executive (CFRE) designation is an asset.
- 5-7 years' progressively responsible experience in developing, implementing and managing fundraising programs.
- Demonstrate skill in the use of a computer with Microsoft Office and fundraising software and technologies to develop websites, e-Newsletters and social media sites.
- Knowledge of accounting software.
- Excellent communications skills, both written and verbal.
- Experience working in the not-for-profit sector.
- Experience working with either an appointed or an elected Board of Directors.
- Experience working in the educational sector is an asset.
- Experience in supervising staff.

Salary

Competitive compensation package based on skills and experience

Please email resume with cover letter to catholicschoolsfoundation@gscs.ca by July 15, 2019.

Contact Information

Greater Saskatoon Catholic Schools Foundation Inc.
420 22nd Street East
Saskatoon SK S7K 1X3

Foundation: <https://foundation.gscs.ca>

School Division: <https://www.gscs.ca>