



## **Deputy Head - Advancement**

**Bishop's College School**, a co-educational independent boarding school, is seeking an experienced advancement professional to lead our active team in the Advancement Office. This provides an exciting opportunity to join the senior administration team and to chart an exciting future for philanthropy at one of Canada's most distinguished schools. Our \$15 Million endowment is, on a per student basis, the largest in Canada.

Reporting to the Headmaster, the incumbent is directly responsible for designing, implementing, managing and expanding BCS' philanthropic fundraising strategy. The Deputy Head will manage all components of the strategic fundraising plan including major gifts, special events, donor stewardship, planned giving and oversee annual giving.

### **Requirements**

- Bachelor's degree augmented by relevant experience and study
- Significant senior experience in program development, event and volunteer management
- Proven track record in philanthropic fundraising
- Demonstrated ability to work collaboratively with various constituent groups, volunteers and community partners
- Bilingual with excellent written, verbal and interpersonal skills
- Strategic thinker who can communicate and implement the vision for growth of the School
- Strong commitment to the BCS mission

All qualified candidates are invited to apply. Applications will be received until February 11, 2010 or until the position is filled. Applications should include a cover letter, statement of interest and curriculum vitae. We thank all applicants for their interest but wish to advise that only those selected for an interview will be contacted. All applications must be forwarded to:

Wendy Johnson,  
Associate Director, Human Resources  
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