



**S|A|C** EST. 1899

St. Andrew's College

*Founded in 1899, St. Andrew's College (SAC) is an independent, all-boys university preparatory school for Grades 5-12. Located 40 minutes north of Toronto, SAC's 126-acre campus is home to a mix of 650 boarding and day students from 25 countries. As set out in our mission statement, SAC's rigorous academic program is complemented by a wide range of co-curricular activities designed to develop "the complete man and well-rounded citizen." All boys participate in the extensive athletic program (71 teams across 22 sports) and a robust leadership program. Graduates gain entry to top universities in Canada, the U.S., and abroad and are part of a network of 6,000 Old Boys around the world. To find out more, visit our website at [www.sac.on.ca](http://www.sac.on.ca).*

We invite applications for a full-time permanent opportunity at St. Andrew's College in the role of **ASSOCIATE DIRECTOR, MAJOR GIFTS & PLANNED GIVING**, reporting to the Executive Director of Advancement.

The Advancement Office at St. Andrew's College enhances the school's mission by engaging alumni, parents, and friends to support its strategic priorities. In the fall of 2019, SAC launched the *Legacy* campaign for the endowment, which aims to raise \$100M in combined assets. The Advancement Office looks to significantly increase cash gifts to the endowment as well as planned giving through confirmed bequests and life insurance policies.

The Associate Director, Major Gifts & Planned Giving is primarily responsible for managing and executing a list of major gift prospects, with a focus on the parents of current students. This position will also manage and execute a comprehensive Planned Giving program, including specific planned giving events and communications.

Key responsibilities will include identification, cultivation, solicitation, and stewardship of major gift prospects. In addition, this position will oversee the Planning Giving program with responsibility for promotion and execution, including identification, cultivation, solicitation, and stewardship. This will include active and consistent engagement in-person, online, and at school events. By establishing benchmarks, policies, and procedures, the incumbent will ensure adherence to internal and CRA guidelines. They will also collaborate with the Director of Communications on planned giving communication materials, research, the creation of stewardship plans and profiles, and update Raiser's Edge with actions and notes.

Candidates are required to hold an undergraduate degree, in addition to a minimum of 5 years of major gift experience in an institutional setting with an emphasis on donor engagement, solicitation, stewardship, financial reporting, database management, and project development. Planned gift fundraising experience would be an asset. Demonstrated knowledge of donor management, donor relations, and fundraising, including financial reporting, legislation pertaining to charitable taxation, and privacy is a requirement.

Candidates must demonstrate strong communication and interpersonal skills with sound judgement and diplomacy coupled with a desire and comfort level of interacting with donors in person and through video conferencing. Additional competencies include analytical, critical thinking, and problem-solving skills. High proficiency in database management tools, contact management software (Raiser's Edge), and office management software is required.

Applicants are requested to include a cover letter and resume with their submission to [hr@sac.on.ca](mailto:hr@sac.on.ca).

Closing date for applications: 4 p.m. April 11, 2024

*We believe that diversity in our school fosters a rich, inclusive, and creative environment. We are actively engaged in building a more diverse school and encourage all qualified applicants to apply. By extension, we are*



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*committed to providing accommodations for persons with disabilities. If you require an accommodation through the recruitment process, please contact Human Resources at 905-727-2580.*