

CAREER OPPORTUNITY

Position Available: Director of Advancement

Location: Calgary AB, Hybrid

Start date: December 2025

Posting: Internal/ External

Capacity: Full-time Permanent

Calendar: Business Office

Application closing date: November 14, 2025

Starting salary range: \$110,000 - \$137,500

Rundle College Society ("Rundle") was founded in 1985 and provides an outstanding educational experience for approximately 1,250 students in kindergarten through grade 12. In addition to academic achievement, Rundle's programs emphasize character development, leadership training, and good citizenship.

Unique among independent schools in Canada, Rundle delivers parallel College and Academy programs on two separate physical campuses, and online via Rundle Studio.

At Rundle, students become leaders, scholars, scientists, artists, musicians, athletes, humanitarians, philanthropists and more by discovering their passions and potential across a broad range of opportunities. Rundle students thrive in a safe, caring and kind environment.

The Academy and Studio programs meet the needs of students who have a diagnosed learning disability, with or without ADHD. Our students are in the average to above-average range of intellectual functioning but have difficulties with specific academic activities and skills. Rundle Studio does this in a dynamic, interactive online learning environment.

Rundle is a not-for-profit corporation with approximately 175 faculty and 57 staff. It has a strong presence in the community as an established employer of choice.

Rundle is committed to its mission: to create a nurturing, engaging environment that provides an enriched, personalized education, preparing students for an ever-changing world. Rundle helps students discover their potential, challenges them to attain their best, and celebrates with them when they do.

At Rundle, our "Pathways to Teaching at Rundle" framework is the cornerstone of our educational philosophy, designed to guide the pedagogical practices of our educators. This approach is built upon three foundational pillars: Connection, Craft, and Care.

- **Connection:** We strive to create meaningful relationships between educators and students, personalizing learning experiences to meet the unique needs of each student. Our environment fosters a sense of community where every individual is recognized and valued.
- **Craft:** Our educators are empowered to refine their teaching methods, focusing on meticulous planning, engaging instruction, comprehensive assessment, and continual professional development. We support our teachers in mastering their craft to provide the best educational experiences.
- **Care:** At Rundle, teaching extends beyond academics. We emphasize creating a nurturing atmosphere filled with joy, gratitude, and warmth, where both students and teachers contribute positively to our vibrant school community.

We invite dedicated and passionate educators to join us in nurturing a generation of well-rounded individuals prepared for all life's challenges. Apply today to be a part of Rundle, where we prepare students for life, not just academia.

To learn more about Rundle, please visit our [website](#).

Position

The Director of Advancement is responsible for campaign strategy and securing financial resources for Rundle College Society. A primary focus will be engaging in and being responsible for all aspects of the donor development cycle including major donor identification, cultivation, solicitation, acknowledgment, and stewardship. In addition to these strategic fundraising responsibilities, the Director will oversee and manage the Advancement team, providing leadership, guidance, and support to ensure the successful execution of all development and community engagement initiatives.

Equally important, the Director must balance the unique nature of our donor community—recognizing that our donors are first and foremost parents. This trusted relationship requires a deep respect, thoughtful communication, and a commitment to advancing fundraising efforts in ways that preserve and strengthen the trust families place in Rundle.

Duties and Responsibilities

- With vision and direction from the Head of School and Head of Business, coordinate, implement and execute the Rundle College Society 's development program, including the Annual Fund, major gift cultivation, stewardship, corporate and foundation proposals to reach annual goals in each of these areas.
- Develop and execute fundraising objectives with measurable key performance indicators in alignment with Rundle College Society strategic

plan that address the engagement and fundraising needs of the Rundle College Society.

- Provide leadership to ensure that campaign communications and cultivation event activity plans and goals are met.
- Identify, recruit and cultivate steering and campaign committees and board members.
- Plan and facilitate steering committee meetings.
- Create and edit campaign communications, such as acknowledgments, follow-up letters, and newsletters.
- Identify major gift prospects. Analyze and predict a donor's propensity, capacity and enthusiasm to give. Gather pertinent data alongside the prospect researcher to determine the best candidates for the major gifts program.
- Cultivate major gift prospects, investing the necessary time and energy to build relationships designed to understand the donor/prospect goals with the expressed purpose of alignment with Rundle's mission and objectives.
- Solicit major gift prospects. Moving prospective major donors along the donor pipeline ready to receive appropriate tasks based upon donor intent and interest.
- Stewardship of major gift donors. Develop stewardship strategies that continue the major gift relationship for future gifts and planned giving opportunities.
- Manage a portfolio of current and prospective donor relationships, with a custom cultivation strategy for each donor.
- Execute and report on annual fundraising plans, donor solicitations identification, cultivation, campaigns (capital and annual) and stewardship efforts.
- Attend and occasionally host events for the purposes of acquisition, cultivation and stewardship.
- Track prospects and donor contacts in portfolio using organization tools and tracking methods via Keela. Ensure that all donor information entry, storage and special requests are recorded and accomplished.
- Work toward annual fundraising (annual and capital) goals and operating campaigns
- Liaise with other organizations, attend meetings and keep abreast of current practices and strategies relating to advancement services.
- Supervises staff and facilitates optimal teamwork and collaboration environment to meet desired outcomes in annual fundraising and campaign.
- Other related duties as assigned.

Qualifications

- Bachelor's degree in business administration, commerce or other related field.
- An equivalent combination of education and experience, may be considered.

- Five (5) years of fundraising experience with team management experience. Preference will be given to candidates with direct fundraising and major/capital campaign experience.
- Experience in strategy development and planning.
- Current or former experience with Rundle or familiarity with independent schools, an asset.
- Experience working with Keela or a similar donor database.
- Experience with record keeping in compliance with legislation.
- Completion of a Criminal Record Check

How to Apply

All qualified candidates are encouraged to apply and express their interest in confidence through our [Talent Community](#) on ADP. We appreciate all applications, however only those candidates selected for an interview will be contacted.

Rundle adheres to the [Employment Equity Act](#). Please contact the Rundle Business Office at 403-291-3866 for further details or if you require any information in an alternate format.

***** PREFERENCE WILL BE GIVEN TO QUALIFIED INTERNAL CANDIDATES *****