ASPENGROVE
SCHOOL

Director of Development

Position: Director of Development
Position Reports to: Head of School
Works Closely with: Director of Enrollment; Chief Financial Officer; Principals
Teams & Committees: Management Team; Community Relations Committee
Compensation: Salary Range $100,000 - $130,000

Position Overview:

Aspengrove School is seeking a strategic, determined, and relationship-driven leader to shape and grow a meaningful advancement program at a pivotal time in the school's development.

Aspengrove is entering its third decade as a thriving independent school with a bold vision: to become a world-class school for Central Vancouver Island. As part of this exciting evolution, we are seeking a Director of Development to take the lead on all aspects of fundraising and donor engagement.

This is a unique opportunity for a motivated and strategic professional to own and lead a growing fundraising program - with the support of school leadership, a committed community, and a foundation already laid. The person in this role will work closely with the Head of School and Executive Team to shape the future of Aspengrove's philanthropic culture. A major capital campaign is also on the horizon, and the ideal candidate will be leading it.

This role is well suited to someone who is entrepreneurial, strategic, and passionate about creating meaningful impact.

Key Responsibilities

Strategic Leadership & Planning

- Design and implement short- and long-term advancement strategies aligned with school priorities
- Collaborate with the Executive Team to integrate advancement goals across departments
- With support from a campaign cabinet, and potentially from outside counsel, be prepared to lead the planning and execution of a major capital campaign

Fundraising & Donor Relations

- Develop and drive a successful Annual Fund to increase participation, donor engagement, and fundraising goals
- Cultivate, solicit, and steward donors across all giving levels
- Create compelling donor communications and digital materials
- Develop a stewardship plan that includes alumni, parents, and broader community stakeholders
- Ensure recognition of all major gifts and key partnerships
- Ensure donor data privacy and compliance with CRA regulations
- Oversee the transition to a new donor database

Events & Community Engagement

- Oversee community-building and fundraising events, aligning each with broader advancement goals
- Act as a visible, engaging presence within the school community and beyond

Who You Are

- A visionary and strategic thinker with a strong sense of initiative
- A confident, self-starter who brings energy and optimism to your work
- Skilled in building authentic relationships with donors, alumni, and families
- Exceptional ability to connect with and communicate effectively with others
- Able to manage multiple priorities with clarity and focus
- Eager to innovate and create a robust advancement program with care and creativity

Qualifications

- Bachelor's degree
- CFRE designation or related professional certification is an asset
- 5+ years of progressive experience in fundraising and/or development
- Experience running or supporting successful annual giving programs and securing major gifts
- Track record of building and maintaining strong, trusting relationships with donors
- Experience in education, or an understanding of the independent school environment, is an asset

Criminal Record Check

- Must pass and maintain a clear criminal record check for the purposes of working with children

Application Details

Aspengrove School encourages applications from suitably qualified candidates with diverse backgrounds. We value each community member's identity, perspective, and well-being, and embrace our differences as a sign of strength. We believe in diversity, equity and inclusion and are committed to equal employment opportunities.

Thank you very much for all inquiries; we will only contact shortlisted candidates. Please submit your resume and cover letter before May 23 to Karen Webber at
kwebber@aspengroveschool.com