

Lakefield College School Foundation Senior Development Officer

About Us

Established in 1879, Lakefield College School (“LCS”) is a co-educational boarding and day school enrolling 365 students in Grades 9 through 12. Our faculty and staff all share a passionate commitment to our mission to challenge and enable our students to reach their individual potential in mind, body and spirit. We are situated on a beautiful 315-acre waterfront campus roughly 90 minutes northeast of Toronto, Ontario.

The LCS Foundation (the “Foundation”) is an independent charitable organization whose purpose is to promote the advancement of LCS. The Foundation is responsible for all fundraising activities on behalf of LCS as well as management of our endowment. Since launching our most recent strategic plan in 2012, we have raised \$34 million to advance our priorities, with accomplishments including: disbursement of \$1.9 million per year in financial assistance to 30% of our students, opening of our newest residence, Uplands House, funding of two vital student programs (the Leadership, Character and Values program and the Thrive wellness initiative), growing our endowment to \$31 million, and increasing our alumni donor participation rate to 35%.

The Opportunity

We are seeking a dynamic and relationship-oriented Senior Development Officer to be an integral member of our fundraising team. Reporting to the Chief Operating Officer (COO) of the Foundation, the Senior Development Officer’s principal responsibility will be to engage with our parent and alumni communities with a view towards building a portfolio of intermediate level donors (i.e., donors giving \$5,000 to \$25,000 per year).

Qualifications

The ideal candidate will possess the following skills, characteristics and experience:

- Strong and proven track record of success in a fundraising role
- Ability to develop and execute a comprehensive strategy to cultivate, solicit and steward a substantial roster of donor prospects, as well as the ability to effectively track and report on progress

- Exceptional interpersonal and relationship-building skills, interacting on a professional and social basis with ease and comfort
- Strong oral and written communication skills to enable the effective communication of the mission, values and strategic direction of LCS
- Confident, achievement-oriented person who exudes warmth, integrity, sincerity and professionalism
- Motivated, energetic and enthusiastic self-starter who can balance the need to work independently with the need to contribute collaboratively as part of a team
- Willingness to travel (including occasional overnight trips) and to attend occasional evening and weekend events
- Solid working knowledge of Raiser's Edge is an asset
- As a high proportion of our constituents reside within the Greater Toronto Area (GTA), we will consider applicants who reside or are willing to relocate to within the GTA as well as those residing or who are willing to relocate to within commuting distance of Lakefield

How to Apply

Applicants are invited to submit their resume and cover letter to our search consultants, A2W Consulting, at a2whiteleyconsulting@gmail.com no later than November 21, 2016.

While we sincerely appreciate all applications, we will only contact those individuals selected for an interview.