



Southpointe
ACADEMY

Job Posting Notice

Leadership Vacancy

Director of Advancement

Southpointe Academy, an independent, K-12, university-preparatory school in Tsawwassen, B.C. invites applications from individuals who wish to join our dynamic community. Located in a contemporary urban learning environment, the School building meets rigorous architectural standards and possesses views from all common areas of the Fraser Delta, Gulf of Georgia and the North Shore Mountains. Southpointe Academy is home to 560 students and over 80 teachers and support staff

The School is an authorized International Baccalaureate Primary Years Programme (IB PYP) world school and IB Middle Years Programme (IB MYP) world school. Southpointe also offers The College Board's Advanced Placement (AP) Program to students in Grades 10 to 12. Our graduates attend the top post-secondary schools in Canada, the U.S. and the U.K.

Position Accountability:

Reporting to the Head of School the Director of Advancement is responsible for the strategic planning and implementation of a diverse portfolio of fundraising initiatives to support the schools developmental needs. In this key Leadership role the Director of Advancement carries out their duties in keeping with the School's mission, vision and values and the goals and objectives established by the Head of School (HOS) and Board of Governors.

Role and Responsibilities:

- Oversee and implement the systems and processes required to carry out the School's advancement function;
- Oversee all aspects of the donor cycle: donor engagement, cultivation, solicitation and stewardship, managing the School's prospect pipeline and existing and new donor base;
- Oversee and coordinate the School's communications and marketing functions;
- Oversee and support an alumni relations strategy;
- Build and maintain effective relationships with all School stakeholder groups;
- Lead the development of fundraising objectives and targets;
- Lead, mentor, develop and inspire the advancement team and volunteers;
- Lead major gift solicitation and provide training and support to volunteer cabinet members;
- Support the planning and executing of fundraising events;
- Ensure timely collection of pledges;
- Act as a full member of the School's Leadership Team and work to achieve the mission, vision and values of the School.



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Essential Qualifications/Experience:

- Completion of a Bachelor's degree in a related field;
- First-hand experience in cultivation, solicitation and negotiation of gifts;
- Minimum of 5 years fundraising and alumni relations experience, with a track record of accomplishment in fundraising and alumni programme development and execution;
- CFRE designation is an asset.

Salary and Benefits:

- Salary commensurate with experience and qualifications;
- Extended health and dental benefit;
- RRSP matching program;
- Subsidised staff lunch program.

Application instructions:

Please review the [Job Description](#) for the position prior to submitting your application with the following supporting documents to careers@southpointe.ca:

- Cover Letter;
- Resume;
- Two letters of reference from past supervisors.

We thank all applicants for their interest in working at Southpointe Academy. However, please note that only shortlisted candidates will be contacted.