



The world needs great women...it starts at The Study. Founded in 1915, and recognized as one of Canada's premier girls' schools, The Study actively fosters the development of character, confidence and visionary thinking. Dedicated teachers and staff offer a stimulating bilingual environment to students from Kindergarten to Grade 11.

Development Officer (full-time)
Job Description

The Study is currently seeking a Development Officer to work in the school's Advancement Department, reporting to The Director of Advancement. With a focus on supporting the Annual Fund, conducting donor research, and providing administrative assistance to our Advancement Department. The Officer will play a vital role in supporting our fundraising efforts, particularly the Annual Fund campaign. This position involves a mix of donor research, administrative tasks, and assisting with various fundraising initiatives. The ideal candidate will have excellent organizational skills, a keen eye for detail, and a passion for advancing the mission of The Study.

Working closely with, and reporting to the Director of Advancement, the Development Officer's responsibilities may include (but not be limited to):

- Identify and create opportunities for the Advancement efforts at The Study
- Maintain the advancement database and constituent profiles for accurate and up-to-date donor records.
- Participate in each step of the donor pipeline, including identification, qualification through research, cultivation, request for support, prompt follow-up, stewardship, and recognition.
- Analyze donor data to identify patterns, trends, and opportunities for increased engagement and giving.
- Analyze donor data to inform fundraising strategies and track progress toward goals.
- Communicate effectively with donors to provide updates on gift receipt and acknowledgment.
- Handle routine inquiries and communications from donors and other stakeholders.
- Provide administrative support to the Director of Advancement, including scheduling meetings, preparing materials, and handling correspondence.
- Develop meaningful communication approaches to enhance engagement with the community.
- Assist with the planning and execution of fundraising events and activities.
- Assist with the creation and distribution of advancement-related communications and marketing materials.
- Collaborate with the Communications Department to ensure the "Support" section of the school's website remains relevant, authentic and up-to-date for donors and community.
- Maintain accurate and up-to-date records of all activities and findings.

The successful candidate will also demonstrate:

- Proficiency in both English and French (oral and written)
- Proficiency in Mandarin is an asset (oral and written)
- Superior written and verbal communications skills
- Superior Excel and Database management skills
- Familiarity with Blackbaud's Raiser's Edge is a plus.
- Previous experience in fundraising and/or advancement services is an asset
- Understanding of the role of advancement in independent schools
- Excellent interpersonal skills and ability to interact with both internal and external stakeholders in a variety of roles, such as staff, students, parents and board members
- Ability to work independently and collaboratively as part of a team.
- Proficiency in Google Workspace

All Study staff are active and engaged members of the school community, contributing to a healthy and happy workplace.

Letters of application and a CV should be sent to Lindsay Woods, Director of Advancement lwoods@thestudy.qc.ca by Wednesday, August 28th.