POSITION DESCRIPTION

Title: Advancement Services, Officer
Status / Term: 1.0 FTE / Permanent
Salary Range: $58,000 - $70,000
Reports to: Director of Advancement

PREAMBLE:
Vancouver College (VC), established in 1922, is the only K-12 independent Catholic boys school in British Columbia. With over 1,000 students, the school is well known for its spiritual program, outstanding academics and expansive co-curricular program.

The school's new campus and revitalized facilities, completed in 2020, serve as a testament to the ongoing support provided by generations of families, alumni, staff, and friends. We are committed to developing young men academically, emotionally, athletically, and spiritually – preparing students for lives dedicated to faith, excellence and service to others. We are able to do this thanks to the combined generosity of those who came before us, and the philanthropic support of our donors today.

ROLES AND RESPONSIBILITIES:
VC's Advancement Office is seeking a dynamic team member to serve in the role of Advancement Services Officer, whose primary responsibilities include:

- Ensuring the development and management of information on prospective and current donors through oversight of the school's fundraising database (Raisers Edge / RENXT) and all related business processes and systems
- Managing Vancouver College's direct response program
- Supporting the planning and execution of advancement-initiated activities and events

Donor Services:

- Maintain clean, accurate and up-to-date donor records using Raisers Edge/ RENXT
- Create and update constituent records relative to the processing of donations and the collection of donor information
- Provide information management support for all fundraising and donor engagement activity
- Create queries, generate lists and perform donor analysis
- Correspond with donors on the coordination of pledge and recurring gift payments

- Coordinate the interface between the finance, registrar and advancement offices and related data sources - including: Raiser's Edge/RNEXT, Online Express, Quickbooks and Trellis
- Generate charitable tax receipts and ensure CRA compliance
- Analyze and report on the results of fundraising appeals and campaigns
- Prepare and manage online donation forms and automated receipting
- Prepare and reconcile monthly and adhoc financial reports
- Ensure all data management practices align with fundraising best practices, Vancouver College guidelines and provincial privacy regulations
- Support the delivery of donor stewardship and recognition via coordination of timely and appropriate donor correspondence.
- Prepare and maintain accurate donor recognition lists
- Support the identification of new donor prospects to ensure the ongoing development, expansion and renewal of the donor base
- Prepare detailed and up-to-date research briefings on donor prospects
- Manage event registration systems, process payments and prepare related reports and correspondence
- Support alumni relations and parent association information needs

Other:

- *Occasionally required to work outside regular office hours to support advancement events and activities.*
- *Perform other duties as assigned by the Director of Advancement.*

EDUCATION/EXPERIENCE:

- A degree or diploma in computer science and three or more years experience working in a fundraising / advancement environment, preferably in database management, annual giving or an equivalent combination of experience and education.
- Strong data management skills utilizing fundraising database software - preferably Raisers Edge / RENXT
- Experience creating online donation forms (experience working with Online Express is an asset)
- Solid understanding of fundraising principles and data management best practices
- Strong track record in effective constituent segmentation and in integrating annual giving into an overall advancement program.
- Proficiency with Microsoft Office programs (experience performing mail merges an asset)
- Experience with web-based applications and payment services.
- Experience working with sensitive information and the ability to maintain strict confidentiality.

SKILLS/ABILITIES:

- Familiarity with and a commitment to the Mission of Vancouver College and/or comfort working in a Catholic, faith-based environment.
- Exceptional accuracy and keen attention to detail
- Excellent interpersonal skills and the ability to relate and communicate with a broad range of donors, volunteers, and colleagues
- Self motivated, results-oriented and goal-driven
- Strong problem solving skills
- Ability to work independently within the context of a team environment
- Flexible in approaching complex situations and relationships
- Excellent written and oral communication skills
- Strong analytical skills, including the ability to interpret data
- Ability to effectively manage multiple projects and priorities
- Second language proficiency in Mandarin is an asset.

BENEFITS:
Vancouver College offers a generous compensation package, including paid vacation (commiserate with years of service), extended health and dental and a pension plan.

To apply, please submit a resume and cover letter to hroffice@vancouvercollege.ca.

We thank all expressions of interest in the Advancement Services Officer position, however only those shortlisted for an interview will be contacted by our office.