



## Regis College

*Jesuit School of Theology in Canada*

*La Faculté Jésuite de Théologie au Canada*

100 Wellesley Street West

Toronto ON M5S 2Z5

### **EMPLOYMENT OPPORTUNITY**

#### **Director of Advancement**

A Catholic Jesuit institution, affiliated with the University of Toronto through the ecumenical Toronto School of Theology, Regis College aims to form women and men for ministry and service in the Church and society. Through the charism and traditions of the Society of Jesus, Regis draws on the insights of the Spiritual Exercises of St. Ignatius of Loyola in forming scholars and critical thinkers grounded in academic rigour who pursue truth, practice justice, and live out their faith in integrity. Our Strategic Plan 2018-2023 calls us to bring forth a renewed, enthusiastic, and generous investment in Regis College, a school facing outwards, and eager to serve others.

**Purpose:** Reporting to the President, the Director of Advancement will strategically and practically articulate and promote a strong Jesuit brand to implement a results-oriented capital campaign and accompanying advancement plan that aligns with the Strategic Plan.

#### **Responsibilities:**

- Work collaboratively and creatively with various Regis College constituents to appropriately and strategically position advancement opportunities for major gifts, endowment campaigns, planned giving, and cultivating new and existing donor relationships.
- Create and sustain a vibrant alumni/ae culture and relations in Toronto and elsewhere.
- Plan, manage and successfully execute a major capital campaign.
- Co-ordinate the 2020 Regis College 90<sup>th</sup> year celebration with fundraising.
- Demonstrate high proficiency and experience in writing grant submissions, various reports, promotional materials, donor correspondence and appeal communication
- Manage prospect research with a focus on pursuing strategies to secure or increase giving from donors.
- Demonstrate leadership in organizing and implementing key fundraising events for the College.
- Receive, process and receipt donations for proper recordkeeping and financial reporting.

## **Qualifications:**

- Bachelor's degree or higher preferably in marketing, fundraising, or communications.
- Minimum of 3-5 years' experience in not-for-profit fundraising with a demonstrated track record of success in capital campaigns, raising major gifts and executing key fundraising initiatives.
- An appreciation and understanding of the Society of Jesus, its theology and spirituality in order to articulate its mission and values to internal and external audiences.
- Working knowledge and familiarity with advancement best practices, fundraising tools and technology, including donor databases, e-mail and online campaigns and research.
- Demonstrate strategic, problem solving, creative thinking and decision-making skills.
- Strong verbal communication skills, initiative and the ability to multi-task.
- Excellent writing skills, including the ability to produce high quality prose quickly and under deadlines.
- A professional with a spirit of teamwork and a positive attitude.
- Ability to develop fundraising budgets and prepare financial reports.
- Excellent computer skills including proficiency in Microsoft Word and Excel as well as various graphic design software programs.
- Some knowledge of French is preferred.
- Some travel maybe required.

This position is a permanent, full-time opportunity. The compensation package will be commensurate with experience.

**To apply, please submit your resume and cover letter in MS Word or PDF format to [julie.cachia@utoronto.ca](mailto:julie.cachia@utoronto.ca) by Tuesday October 9, 2018.**

**We thank all applicants for their interest, however only those candidates selected for an interview will be contacted.**

*Regis College complies with the Accessibility of Ontarians with Disabilities (AODA) and will provide reasonable accommodations to individuals with disabilities. If contacted for an interview, and accommodations are needed, please inform us at the time.*

*September 17, 2018*