



EMPLOYMENT OPPORTUNITY DEVELOPMENT OFFICER

THE OPPORTUNITY

Founded in 1896, Loyola High School has been a cornerstone of education in Montreal. As a Jesuit school, it forms students to become intellectually competent, open to growth, religious, loving and committed to doing justice. For generations, we have produced graduates representing people of all faiths, beliefs and traditions, and who model the Jesuit ideal of being men and women for others. fostering a nurturing environment that inspires academic achievement, personal growth, and a sense of social responsibility. Our commitment to Jesuit values guides us in nurturing students who are not only academically adept but also formed to make a positive impact on the world.

Reporting to the Executive Director of Advancement, the Development Officer will be a key player in crafting and executing Loyola's fundraising strategy. The incumbent will be entrusted with cultivating meaningful relationships with donors, adeptly securing annual and major gifts, and diligently implementing stewardship practices to nurture and sustain long-lasting connections between the donors and Loyola. Your efforts will be instrumental in ensuring Loyola's continued growth and impact.

PRIMARY RESPONSIBILITIES

- Collaborate with the Executive Director to develop and implement a comprehensive fundraising strategy covering a variety of fundraising initiatives aligned with Loyola's goals.
- Identify, cultivate, and steward relationships with donors through personalized and meaningful interactions.
- Assist in setting annual fundraising targets, tracking progress, and evaluating performance against goals.
- Plan and organize fundraising programs and initiatives, including annual campaigns.
- Ensure consistent, high-quality messaging and communication with donors, volunteers, and other stakeholders.
- Build and maintain strong relationships with key stakeholders, volunteers, and community leaders, to foster a culture of philanthropy.
- Design and implement effective stewardship strategies to ensure ongoing engagement and recognition of donors.
- Oversee the timely acknowledgment of donations, including personalized thank-you letters, reports, and other communication materials.
- Plan and coordinate donor recognition events, and other initiatives to enhance donor satisfaction and loyalty.
- Optimize the current donor Raiser's Edge CRM, including donor segmentation and stewardship.



QUALIFICATIONS & COMPETENCIES

- Bachelor's degree in a related field
- Five (5) years experience in fundraising and donor cultivation within a non-profit organization
- Proficiency in donor management software, specifically Raiser's Edge, and other business management tools.
- Excellent interpersonal and communication skills, with the ability to build and maintain strong relationships with diverse stakeholders.
- Strong strategic thinking and problem-solving abilities, with a results-oriented mindset.
- Demonstrated experience in developing and implementing successful fundraising strategies and executing impactful events.
- Ability to work independently and collaboratively within a team environment.
- Flexibility to work occasional evenings and weekends, as required for donor events or meetings.
- Familiarity with the Jesuit, Catholic tradition, primarily in an educational context, is a strong asset.
- Excellent written and verbal communication skills in English and French

This position requires the incumbent to work on-site 100% of the time. Hybrid work arrangements cannot be considered.

SALARY

\$70,000 - \$90,000 based on experience

ANTICIPATED START DATE

As soon as possible.

HOW TO APPLY

Interested parties can submit their candidacy by following the link below. Please note that only candidates selected for an interview will be contacted.

<https://www.loyola.ca/about/employment>