



SAINT FRANCIS  
of ASSISI SCHOOL

## **Campaign Director – Job Description**

The Campaign Director would be a new position, hired for the duration of the capital campaign, and would be a contract position with Saint Francis of Assisi Parish.

### Experience:

The ideal candidate would have the following experience:

- 10+ years of related fundraising and/or communications background
- Project management experience is an asset
- Strong written, communication and administrative skills
- Working knowledge and experience of the catholic and/or independent schools
- Experience with writing plans and executing them
- Experience with working with volunteers and/or consultants is also an asset

### Role Description:

The Campaign Director will focus 100% of their time and attention on the campaign, with responsibilities including, but not limited to, the following:

- Manages the day to day execution of the Campaign Plan and ensures solicitations are made in a timely manner (being the 'insistent voice');
- Ensures completion of the Case Statement and updates/amends as required, with support from Campaign Counsel;
- Works with Campaign Counsel and volunteers to create an 'ask package' and major gift proposals (where appropriate) to be utilized as a face-to-face asking tool for Major Gifts;
- Oversees the enlistment of the Campaign Committee (including the creation of the Enlistment Package, identification of volunteer leadership prospects and the development of enlistment strategies);
- Alongside Campaign Counsel, provides training and ongoing coaching to others on 'Asking for the Money';
- Plans and prepares for Campaign Committee meetings;
- Works with the Campaign Committee and Campaign Counsel to identify SFA's top Major Gift prospects and ensure appropriate allocations are made;

- Coordinates and manages volunteers to successfully execute the top Major Gift asks;
- With guidance from Campaign Counsel, develops campaign communications strategies and timely gift announcements; and
- Develops Monthly Reports for the Campaign Committee, Principal, and the Pastor regarding the progress of the campaign.
- Manages the overall Master (Prospect) Tracking List;
- Coordinates all Campaign Committee meetings and tracks action items following all campaign-related meetings;
- Monitors and updates the Critical Path to ensure it reflects the campaign's current status;
- Ensures appropriate gift documentation is in place for each confirmed donation or pledge, and that systems are in place to monitor and follow up regarding all future pledge payments.
- Leads prospect listing sessions, with support from Campaign Counsel, and ensure all qualified prospects are allocated, asked and followed up;
- Provides support to the Campaign leadership and the fundraising teams (including preparation of a strategy for each fundraising ask and debriefing after each meeting);
- Act as primary liaison with campaign counsel

Salary:

Salary is commensurate with experience

Timeline:

The position would begin in a full time capacity on September 4 with some possible intermittent work prior to this date. The duration of this contract is to be determined, however it would be no less than one year.

Submission:

Please submit your resume prior to July 15, 2019, 4pm, to [sfaparish@shaw.ca](mailto:sfaparish@shaw.ca) and put in the subject line 'SFA School – Campaign Director Position'. Shortlisted candidates may be invited to participate in an interview. Unsuccessful candidates will not be contacted.