

## Director – Edmonton Public Schools Foundation

Reporting to the Chief Communications Officer, the Director of the Edmonton Public Schools Foundation is responsible for the development and implementation of an integrated, long-term fundraising, friendraising and stewardship strategy to support the Foundation in achieving its mandate to fund full day Kindergarten programs. The Director works closely with the Foundation's volunteer Board of Governors, an advisory body that serves as an essential liaison to the community, source of counsel and support to the Foundation. The Director also works with a Fund Development Consultant, Administrative Assistant and volunteers to attract and retain donors and friends through sound stewardship practice and a large amount of panache.

Each year, about 29 per cent of Alberta's children come to Kindergarten without the skills they need to be ready to learn. Some of these skills include knowing their ABCs and 123s, how to hold a pencil and how to play with others. Children who start school without a solid foundation can lag behind their classmates academically and socially as soon as Grade 1. Full day Kindergarten gives them the time they need to get caught up and experience success in their learning that can last a lifetime.

The goal of the [Edmonton Public Schools Foundation](#) is to help bridge that learning gap by raising funds for additional full day Kindergarten classes in our District for kids who would benefit from a full day of learning. The Foundation specifically focuses on fundraising for full day Kindergarten in schools in socially vulnerable neighbourhoods.

This is the job for a fundraising dynamo who can captivate a room full of people or a table for two. You've got proven fundraising chops and believe that making a difference in the lives of children is an excellent reason to get up in the morning.

Your duties and responsibilities would look like this:

- In consultation with the Board of Governors and other key stakeholders, develop an annual work plan and budget outlining key initiatives, measures and financial targets for fundraising events, grant applications, major gifts, etc.
- Attract, retain and steward corporate partners and donors
- Build engagement and commitment to the Foundation and its goals with the District's Board of Trustees
- Write compelling cases for support, proposals and reports for funding requests
- Oversee maintenance of Foundation donor database
- Oversee execution of major donor events
- Develop and communicate the Foundation's story, priorities and donor impact to stakeholders and the general public
- Oversee the growth and development of two staff

The skills and knowledge you'll need look like this:

- Undergraduate university degree; Graduate degree is an asset
- Certified Fund Raising Executive designation is a huge asset
- Progressive leadership experience
- Minimum six years fundraising experience, preferably in corporate fundraising, corporate partnerships, major gifts or equivalent experience
- Knowledge of the Edmonton area corporate community and its philanthropic milieu
- Successful track record in strategic planning and implementation

- Significant success in event planning and execution
- Superb public speaking skills and charisma are musts; you will be the face of the Foundation
- Experience in using eTapestry or similar software; familiarity with the Google environment is an asset
- Knowledge of Canada Revenue Agency charity guidelines and adherence to the Association of Fundraising Professionals

The kind of person you need to be looks like this:

- Creative and innovative
- Tireless and driven
- Charismatic and sincere
- Articulate and humble
- Strategic thinker
- Ethical and responsive
- An amazing maker of cookies (not a must, but...let's just say an "asset")

Lastly, Four Cornerstones...

We have Four Cornerstone values that guide everything we do at Edmonton Public Schools:

- Accountability
- Equity
- Integrity
- Collaboration

That's who we are. Is this who you are?

If so, email your resume and cover letter, quoting competition #253177, by March 23, 2018 to [sue.richard@epsb.ca](mailto:sue.richard@epsb.ca). We offer a competitive salary, comprehensive benefits package including extended health care, dental, vision and extended disability, pension plan eligibility and Health Spending/Health Wellness account.