

DIRECTOR OF DEVELOPMENT JOB POSTING: VANCOUVER TALMUD TORAH

JOB OPPORTUNITY: DIRECTOR OF DEVELOPMENT, VANCOUVER TALMUD TORAH

Nestled between the Rocky Mountains and the Pacific Ocean, in what is considered to be Canada's most majestic province, is a vibrant and growing Jewish community day school, the Vancouver Talmud Torah. We've grown by over 100 students in the past 5 years, and expect to continue to 600 + students pending facility expansion. Our growth is a result of increased community demand and recognition that our 90-year tradition of academic excellence is now being raised to even higher standards as we seek and embrace best practices in all areas of our school. To help us deliver the best possible education to as many Jewish children as is financially sustainable, we seek a Development Director. Working in a strong team setting, your demonstrated development expertise will help to lead our capital campaign and full scope of development initiatives. The ideal candidate will:

- Have a passion for our school
- Model the values of the school's mission statement
- Be able to think strategically and contribute to the school's long-term vision
- Be highly organized
- Be able to build strong relationships both within the school and with the greater community
- Be able to fulfil the Job Description for this position (see below)

Vancouver Talmud Torah is a Preschool to Grade 7 traditional community school with a pluralistic student body. We offer excellent working conditions and provide a stimulating, challenging, and satisfying work environment. We believe in shared leadership and have a committed team in place to lead the school.

If you fit the outlined criteria and are interested in becoming part of Western Canada's largest and growing Jewish day school, we look forward to hearing from you.

Note: This is a non-union position and not subject to the school's collective agreement.

JOB DESCRIPTION: DIRECTOR OF DEVELOPMENT, VANCOUVER TALMUD TORAH

The Director of Development is a member of the school's administrative team reporting to the Principal. The Director of Development is responsible for leading the school's development activities as well as the preparation and execution of the upcoming capital campaign as adopted by the Board of Directors. The Director will also be responsible for developing and maintaining active and productive relationships with board members, donors, alumni and administration. The Director of Development will work closely with the Communications Director; the Development Assistant (DA) will report to the Director of Development.

POSTED: JUNE 2009

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Specific areas of responsibility include:

Capital Campaign

- Oversees the Capital Campaign in coordination with the Principal and Development Committee:
 - Finalize the Campaign Plan:
 - Organize campaign (e.g. finalize the staff and volunteer roles required and ensure all roles are filled)
 - Finalize campaign goals and chart of standards
 - Continue prospect identification and research begun by the Development Committee, centrally organize this data
 - Finalize campaign timetable
 - Finalize the case for support
 - Define the communications and promotional strategy (e.g., preparing briefing notes for volunteers who will make appeals, defining marketing materials required and overseeing their production, etc.)
 - Establish campaign policies and procedures
 - Finalize campaign methodology (e.g., recognition strategy)
 - Work with volunteers to ensure the Gala achieves campaign Gala objectives
 - Oversee volunteers working on the campaign and Gala
 - Work with campaign consultants, as required
 - Supervises Development Assistant to ensure that all funds raised are properly processed, including ensuring recognition strategies are implemented

Development Office Infrastructure

- Creates office systems to support all development projects and operations.
- Supervises donor and gift record keeping.
- Coordinates development research activities.
- Works with the Development Committee to select database software.
- Design, develop, and oversees the management of databases and all records, files, and gift processing.
- Works with Communications Director to ensure Development Calendar, Parent Participation Program initiatives and other fundraising and community-building activities are properly planned and co-ordinated.

Fundraising

- Designs, implements and manages all fundraising activities
- Manages all strategies and activities for donor cultivation, solicitation, and relations.
 - Maintains contact with—and develops grant proposals for—foundations and corporations.
 - Oversees the Development Assistant on matters such as parent and class-based fundraising programs.
- Develops a comprehensive planned-giving program as the need becomes appropriate.

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Board of Director Relations

- Works with the Development Committee of the Board of Directors and the Principal to develop strategies to initiate and meet aggressive fundraising goals.
- Develops fundraising training for Board Members and other leadership volunteers.
- Attends Board meetings as required.

Alumni Relations

- Oversee the DA in creating, managing and maintaining the alumni database.
- Enhance the infrastructure of the alumni association and professionalize its activities with support from the Board alumni chair.
- Organizes alumni events, shares news and information about the members of the alumni with the Communications Director for publication in the annual newsletter, *Zichronot*, and on the school's website.

Public Relations, Marketing, and Advertising

- Works closely with the Director of Communications, School Principal and Board of Directors to develop appropriate marketing campaigns in alignment with specific development priorities.

Qualifications:

- A minimum of 3 years professional fundraising experience, preferably in Jewish environment.
- Experience designing the strategy for and leading a major capital campaign is a major asset.
- Proven experience in designing and managing development and alumni relations programs.
- Experience developing and maintaining productive working relationships with board members, donors, parents, administrators and faculty
- A professional, diplomatic, and courteous demeanour; sensitive to the needs of others while being able to deliver on objectives.
- Highly effective at working with diverse individuals.
- Excellent organizational skills
- Strong attention to detail and yet able to focus on global issues.
- Capacity to follow up on matters with tenacity and manage data with precision.
- Excellent verbal and written communication skills.
- Ability to take direction to manage people, and work effectively as part of a team.
- Initiative-taker, ease working in a dynamic and constantly changing work environment.
- Versatile multi-tasker.
- *Canadian Society of Fundraising Executives* or *NSFRE* membership is an asset.
- Experience overseeing a communications strategy is an asset.
- Experience coordinating fundraising efforts with a successful, professionally run Gala is an asset.

Please submit resume and cover letters in PDF to Cathy Lowenstein, Principal clowenstein@talmudtorah.com. For more information about Vancouver Talmud Torah, please visit www.talmudtorah.com.

POSTED: JUNE 2009