Employment Opportunity

Director of Advancement
(Contract Position)

Rockway Mennonite Collegiate, a dynamic Christian Anabaptist independent school (280 students in Grades 7-12) that walks with students as they become responsible, reflective, compassionate and globally-minded learners, invites applicants for the position of Director of Advancement to cover a leave of absence.

The Director of Advancement is a Senior Administrative position who is part of a five member Administrative Team. They are responsible for all facets of donor cultivation and stewardship, and an established annual fundraising program, including: major gifts, planned giving, digital fundraising, special events, strategic communications, and Alumni Relations.

This is a full-time, 9-12 month contract position beginning in late August 2021.

The successful candidate will:
- Be inspired by the mission and vision of the school and sympathetic to its Mennonite and Christian faith traditions and Student and Graduate Vision values (www.rockway.ca)
- Possess a strong interest and ability in development and fundraising
- Possess excellent interpersonal and communication skills both verbally and in writing
- Demonstrate exceptional organizational, creative and critical/strategic thinking skills
- Have a proven track record of achieving results
- Able to respect confidentiality

Required Education and Work Experience:
- Bachelor Degree in a field such as fund raising, business administration, communications, marketing, sales or equivalent is preferred
- CFRE designation preferred, but not required
- Minimum 5 years of experience in fundraising and communications or related experience in marketing, sales, and other promotional activities
- Minimum 3 years of experience in a senior management role, preferably as a Director of Advancement or in a related field
- Advanced knowledge of Microsoft Office Suite and Raiser’s Edge (or equivalent CRM software)

As a Living Wage employer, Rockway offers competitive compensation commensurate with experience. The salary range for this position is $81,000-90,000 per year.

Rockway is committed to accommodating applicants with disabilities throughout the hiring process and to maintaining an inclusive work environment. Please let us know at the time of contact if you require accommodation and provisions will be arranged.

Applying to the Role:
- Resumes and cover letters are to be submitted to rockway@enlivenhr.ca by August 6, 2021.

We thank all applicants for their interest in the role, however, only those selected for an interview will be contacted. If contacted for an interview, please inform us if you require accommodation.
In the spirit of the Human Rights Code, we ask that resumes do not include personal data including, but not limited to age, health, marital and family status.

As an employer committed to the principles of employment equity, we encourage applications from all persons including Black, Indigenous and people of colour, persons with disabilities, and persons of all sexual orientations and gender identities. We are committed to providing an inclusive and barrier-free experience to applicants with accessibility needs in accordance with the Ontario Human Rights Code (2015) and the Accessibility for Ontarians with Disabilities Act (AODA). For candidates with disabilities requiring an accommodation, you may contact rockway@enlivenhr.ca