



Development Services Officer Position

St. Thomas More Collegiate is a progressive, co-educational Catholic independent secondary school in Burnaby, B.C., guided by the charism of the Blessed Edmund Rice Christian Brothers. We are seeking a Development Services Officer to join our Development & Community Relations (D&CR) team.

The successful candidate will contribute to a collaborative department dedicated to advancing the mission of the school and supporting the growth and development of our students. The D&CR team plays a vital role in school life, leading communications, marketing, alumni engagement, events, and fundraising initiatives. Working closely and collaboratively with school leadership, operations teams, volunteer committees, our Parent's Association, and our Boards, the department helps ensure the continued strength and sustainability of our community.

ROLE SNAPSHOT:

The Development Services Officer is an integral member of STMC's Development Team. This role is responsible for all aspects of donor data management, ensuring STMC RENXT is up to date, accurate and able to support key functions - including support needed for events, data-informed decision making, prospect identification and donor pipeline development.

Interviews will commence immediately and as such the posting will be open until the position is filled.

ROLES AND RESPONSIBILITIES:

Primary responsibilities include:

Data Integrity:

- Ensuring the development and management of information on prospective and current donors through oversight of the school's fundraising database (Raisers Edge / RENXT) and all related business processes and systems
- Ensure all data management practices align with fundraising best practices, St. Thomas More's Collegiate's guidelines and provincial privacy regulations
- Create and update constituent records relative to the processing of donations and the collection of donor information
- Maintain clean, accurate and up-to-date donor records using Raisers Edge/ RENXT
- Coordinate the interface between the finance, registrar and development offices and related data sources - including: Raiser's Edge/RNEXT, Powerschool, Quickbooks and Trellis

Reports / Analytics:

- Create queries, generate lists and perform donor analysis
- Provide information management support for all fundraising and donor engagement activity
- Prepare and maintain accurate donor recognition lists

- Support the identification of new donor prospects to ensure the ongoing development, expansion and renewal of the donor base
- Prepare detailed and up-to-date research briefings on donor prospects
- Analyze and report on the results of fundraising appeals and campaigns

Donor Service / Stakeholder Engagement:

- Supporting the planning and execution of advancement-initiated activities and events
- Correspond with donors on the coordination of pledge and recurring gift payments
- Generate charitable tax receipts and ensure CRA compliance
- Prepare and manage online donation forms and automated receipting
- Working closely with the Business Operations team to prepare and reconcile monthly and adhoc financial reports
- Manage event registration systems, process payments and prepare related reports and correspondence
- Support the delivery of donor stewardship and recognition via coordination of timely and appropriate donor correspondence.
- Support alumni relations and parent association needs as assigned

Events:

- Attend & support development events and activities
- Support the planning of events and use of our event software Trellis.org

Perform other duties as assigned by the Executive Director of Development & Community Relations.

EDUCATION / EXPERIENCE:

- Experience working in a fundraising/development environment, preferably in database management or annual giving, or an equivalent combination of experience and education, is preferred.
- Strong data management skills - including experience working with fundraising CRMs to manage, develop and manage donor pipelines, tax receipts, lists, financial and analytical reports
- Experience working with the following platforms is a definite asset - Raisers Edge / RENXT, Trellis, and QuickBooks
- Solid understanding of fundraising principles and data management best practices
- Strong track record in effective constituent segmentation and in integrating annual giving into an overall advancement program.
- Proficiency with Microsoft Office programs (experience performing mail merges an asset). Experience with web-based applications and payment services.
- Experience working with sensitive information and the ability to maintain strict confidentiality.

SKILLS / ABILITIES:

- Respect for and comfort working within a Catholic, faith-based environment
- Exceptional accuracy and keen attention to detail
- Excellent interpersonal skills and the ability to relate and communicate with a broad range of donors, volunteers, and colleagues

- Self-motivated, results-oriented and goal-driven
- Strong problem-solving skills
- Ability to work independently within the context of a team environment
- Flexible in approaching complex situations and relationships
- Excellent written and oral communication skills
- Strong analytical skills, including the ability to interpret data
- Ability to effectively manage multiple projects and priorities

BENEFITS:

Salary range: **\$65,000 - \$75,000 per year.**

Position Type: Full-time.

Compensation: Generous compensation package, including paid vacation, extended health and dental benefits, and a pension plan.

Questions relating to the specific position can be sent directly to STMC's Executive Director of Development & Community Relations, Mr. Kyle O'Genski via kyle.ogenski@stmc.bc.ca

Only those selected for interviews will be contacted

Notes:

The position of St. Thomas More Collegiate is to hire, when available, qualified Catholic applicants who in addition to carrying out their professional responsibilities will exhibit conduct consistent with Catholic denominational standards and model espoused by Blessed Edmund Rice in their professional and personal life