

POSITION AVAILABLE ANNUAL GIVING OFFICER FULL-TIME

We are privileged to learn, work, and live on the traditional territory of the Sc'ianew (Beecher Bay) First Nation.

Pearson College UWC was founded as Lester B. Pearson College of the Pacific and United World College (Canada) Inc. in 1974. Pearson is a unique, highly selective, two-year pre-university school for up to 200 students from across Canada and around the world chosen solely on their promise and potential and demonstrated commitment to actively engage in creating a better world. Students currently are selected from nearly 160 countries. Pearson is one of 18 UWC schools worldwide. (pearsoncollege.ca).

Pearson College UWC is recruiting for an outstanding Annual Giving Officer

Reporting to: Director of Advancement and External Relations

Position Summary:

This full-time permanent role will lead and support fundraising and stewardship activities for the College's Annual Giving program. Reporting to the Director of Advancement and External Relations, our ideal candidate has prior experience in a similar role with a passion for writing and storytelling. Pearson College UWC is in the final phase of our \$40 million Renew and Re-found Campaign. The Annual Giving Officer will play a key role in engaging and inspiring the community of alumni and supporters to support this vision for the College's future and help the campaign reach its final goal.

Major Responsibilities:

Annual Giving

- Sets performance targets, monitor and manage overall performance of the program
- Manage all direct mail and email appeals (every step from concept to results reporting)
- Collaborate with the Communications team on digital fundraising strategies and content creation to promote giving programs in publications, social media, and on the web

LESTER B. PEARSON COLLEGE OF THE PACIFIC AND UNITED WORLD COLLEGES (CANADA) INC

650 Pearson College Drive, Victoria, BC, Canada, V9C 4H7

P: +1 250 391 2411 E: info@pearsoncollege.ca www.pearsoncollege.ca

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- Manage the Monthly and Recurring Giving program including donor relations, acquisition appeals and campaigns, as well as recognition and stewardship activities
- Conduct individual outreach to donors up to the \$5,000 level
- Act as the primary contact person for peer to peer and affinity campaigns
- Establish and manage a Tribute Giving program, using relevant fundraising strategies to grow this revenue
- Stay updated with current trends in fundraising appeals and donor stewardship and maintain a current knowledge of tax and other regulatory issues related to charitable status and charitable giving.

Stewardship

- Develop and implement donor stewardship and recognition plans to ensure reporting to donors in a timely, consistent, and accurate manner on the use, impact, and financial management of their gifts
- Key philanthropic content creator for Annual Impact and other reports, updates, digital content; letters (thank-you's, congratulations, condolences, etc.) and donor reports
- Coordinate plaques, donor walls and signage as appropriate
- Prepare custom stewardship reports at fiscal year-end and/or at completion of campaign pledges
- Coordinate student letters for every Named Scholarship
- Prepare custom gift agreements as needed
- Act as main stewardship contact for the UWC International Office and facilitate the stewardship requirements for all international funding to Pearson.
- Other duties as assigned; may include administrative and event/reunion support as needed.

Education, Skills, and Experience:

- Post-secondary degree in a discipline related to the duties of the position or an equivalent combination of training, experience and professional affiliation
- Minimum of four years' experience in supporting fundraising activities and writing compelling fundraising materials
- Demonstrated skill in compelling storytelling, concise, logical and grammatically correct writing with experience writing appeals, proposals, and reports
- Superior oral and written communication skills with a variety of internal and external contacts

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- Ability to maximize the use of data in decision-making to conceive, execute and evaluate programs that enhance fundraising and donor engagement
- Demonstrated ability to independently organize and prioritize multiple tasks, and plan and achieve established goals
- Ability to motivate and work effectively with individuals and groups, especially volunteers
- Ability to work effectively in a team and foster good team relations
- Working knowledge of Raiser's Edge or other fundraising-specific databases
- Computer software proficiency in the Microsoft Office suite of programs (Outlook, Word, Excel, Access and PowerPoint)
- Navigates and assesses donor relations and stewardship best practices in the philanthropic industry (locally, regionally and globally)

Compensation & Organization

The inspiring Pearson College UWC campus is located on Pedder Bay in Metchosis, a 40-minute drive from downtown Victoria, B.C. Working on campus offers the opportunity to access outdoor activities such as hiking at lunchtime or borrowing a kayak to go out on the bay before or after work. This position offers the chance to support and interact with more than 200 high-achieving young people from across Canada and around the world. Pearson historically has been a leader in introducing the International Baccalaureate to Canada and continues to innovate with the introduction of a Climate Action Leadership Diploma program this year. This opportunity offers the ability to work from home one day a week. Valid driver's license and access to a vehicle is required. Salary range is \$55,000 - \$70,000, plus a comprehensive benefits package. Applications will be accepted on a rolling basis until the position is filled. Only candidates selected for an interview will be contacted. Candidates must be eligible to work in Canada. Résumés and a cover letter can be emailed to hr@pearsoncollege.ca.

As an inherent part of our United World College values, Pearson College UWC is actively committed to Anti-Racism, Diversity, Equity, and Inclusion in our living, learning and work environments. In pursuit of our values, we seek individuals who will work respectfully and constructively with differences and across levels of privilege and power. We actively encourage applications from members of groups experiencing barriers to equity.