

Atlantic School of Theology

Manager, Philanthropy

The primary function of the Manager, Philanthropy is to develop and implement an overall fundraising strategy of Atlantic School of Theology (AST) in alignment with university priorities and the University's strategic plan. This position, reporting to the CAO, will provide leadership and support to the President and CAO by managing all fundraising appeals including Annual Fund, Special Funds, Major Gifts, Capital Giving and Planned Gifts.

The position will be responsible for:

1. Working with the President, Dean and CAO to strategize and execute fundraising plans in concert with the University's strategic plan.
2. Manage all fundraising appeals of the University including Annual Fund, Special Funds, Major Gifts, Capital Giving, and Planned Gifts.
3. Working with the Manager of Communications and Alumni Affairs to develop and execute communications strategies with alumni donors and others in the AST community.
4. Engage, cultivate, solicit and steward AST donors.
5. Utilize the Donor database for fundraising purposes.
6. Develop strategic fundraising initiatives (letters, notes, solicitations, reports, etc.) and collaborate with the Manager of Communications and Alumni Affairs to bring initiatives to life through creative materials that support fundraising.
7. Prepare fundraising reports as required for government, founding parties and for the Association of Theological Schools.
8. Manage all fundraising Special Events.
9. Other duties as assigned to meet the needs and strategic goals of the Advancement Department in alignment with ASTs Strategic plan.

AST's mission is to serve Christ's mission by shaping faithful and effective leaders and understanding among communities of faith. Reporting to and working closely with the Director of Advancement/CAO, and the Communications and Alumni Affairs Manager, strives to achieve goals and objectives assigned by the Director of Advancement. Progress against these goals and objectives are used in the evaluation of both the position and the incumbent.

As the ideal candidate, you have the following preferred education and experience:

- Undergraduate degree or equivalent experience
- Minimum of 3 years previous experience working in a fundraising position
- Previous experience working in an Advancement Office would be an asset
- Proficient in the use of MS Office Products. Experience in other software including fundraising software considered an asset.
- A track record of successful fund-raising initiatives
- Results-oriented and able to work both independently and within a team environment

Skills and aptitudes:

- Strong attention to detail, accuracy, speed and strong proofreading/editing skills
- Must possess excellent verbal, analytical, critical thinking, organizational and written skills in English
- Must have sound and mature problem solving and decision-making skills
- Must be self-determined with the ability to act in a pro-active manner and take initiative
- Reliability & Flexibility
- Professionalism
- Exceptional interpersonal skills
- Highly motivated, high energy and is persistent, tactful, and diligent.
- Familiarity with one or more of our founding parties (the United Church of Canada, Anglican Church, and Roman Catholic Church) would be an asset.
- Familiarity with post-secondary fundraising would be an asset.
- Criminal Record check is required.

If this role excites you, and you have the requisite qualities and qualifications, please forward your resume and a compelling cover letter (as one single document) to Linda Moxsom Skinner, CAO at Linda.Moxsom-Skinner@astheology.ns.ca

Flexible work hours in a remote/on-site work environment. Generous benefits package available.

The current salary range for this position is \$53,156 to \$71,381

Applications will be accepted until April 30, 2024.

All qualified candidates will be considered however only candidates considered for an interview will be contacted.