

Somersfield Academy, an International Baccalaureate World School offering both the Middle Years (MYP) and Diploma Programmes (DP) following a Primary foundation of a fully recognized Montessori programme, is seeking a professionally dedicated and suitably qualified Development Officer.

"We seek teachers and staff who are interested and passionate about issues of inclusion, diversity, and social justice"

DEVELOPMENT OFFICER

Somersfield Academy, an International Baccalaureate World School offering both the Middle Years (MYP) and Diploma Programmes (DP) following a Primary foundation of a fully recognized Montessori programme, is seeking a professionally dedicated and suitably qualified Development Officer.

In keeping with the school's philosophy and approach, all successful applicants are expected to show initiative in their work, have respect for others, collaborate with their colleagues and display a commitment to the school. Successful applicants will have the drive, genuine interest in and vision to support the school.

Responsibilities include:

- Maintain the Development database and use this information to create a program and calendar of events, monitor levels of giving, create donor listings and ensure that all donors are acknowledged and thanked for their contributions
- Generate a monthly donor stewardship activity report
- In collaboration with the Communications Coordinator, develop promotional materials, prepare proposals, presentations and brochures
- Create a strategic plan that further engages and educates current donors and identifies prospects
- Assist with website assessments/analysis and suggest updates and improvements as they relate to development-specific content
- Continue regular communications with all stakeholders and donors
- Oversee and manage volunteer committees for development events
- Create and carry out a communication plan that supports relationships between the school and its stakeholders which elicit private giving to the school
- Responsible for fostering the relationship of the Academy with corporations, foundations and individuals from whom support is sought for various development initiatives
- Assess and respond to internal and external inquiries about donating to the school

Applicants must have:

- Bachelors degree in Business, Philanthropy or related field
- 3 to 5 years direct working experience
- Advanced proficiency with Microsoft applications, database software & reporting and the ability to conduct data analysis and work with financial information
- Experience in presenting Development initiatives to various committees
- Knowledge of fundraising, donor and public relations concepts, principles, procedures and techniques
- Strong oral & written communication skills
- Good organizational, analytical and critical thinking abilities

If this sounds like the opportunity you've been waiting for, please submit cover letter including full name, citizenship and resume with two current dated letters of professional reference to:

Mrs. Dionne Dowling
Somersfield Academy
107 Middle Road
Devonshire, DV06

E: hr@somersfield.bm

CLOSING DATE FOR APPLICATIONS:
AUGUST 28, 2021



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