



## **Advancement Officer**

Over the past 17 years Aberdeen Hall has become a top level independent school that provides excellent academics and a strong character education to our diverse student population of 680 preschool to grade 12 children. Our Advancement Team has played a key role in assisting us by providing Development, Admissions and Marketing expertise. This contribution to the school has helped to provide our students and employees with one of the most unique, spectacular and inspiring learning and working environments in Canada.

The Advancement Officer reports to the Head of School and is responsible for creating and maintaining Advancement policies, procedures, controls and reporting systems for Aberdeen Hall. This position is an integral part of the school's Advancement Team and provides valuable insight in all areas of fundraising and donor stewardship and contributes to the policy of the Advancement Office. See this [link](#) for the Position Profile.

We welcome applicants who like us embrace the core values of resilience, responsibility, integrity, optimism, curiosity and kindness.

### **Aberdeen Hall provides:**

- Competitive Compensation
- Open and collaborative culture
- Comprehensive benefits package
- RRSP contribution of 8% for employees that invest 4% of their salary
- Four weeks vacation
- Summer Hours (7 hours per day)
- Personalized professional development plans
- Newly built inspiring campus setting

### **Education & Experience:**

- Post Secondary training and/or several years experience in fundraising
- Excellent judgment and an ability to develop and nurture key relationships
- Superior interpersonal skills and ability to interact successfully with a diverse group of stakeholders.
- Strong organization and project management skills.
- Computer Skills: Google docs, sheets, slides, Gmail and Microsoft Office

The successful applicant will be a team player that is keenly interested in the education sector and being a part of our active school community. Aberdeen Hall offers an excellent compensation and benefits package with opportunity for increases as experience is gained within our work place. We thank all candidates for their time and interest; however, only those to be interviewed will be contacted.

Please forward resume and cover letter to: Lisa White, Director of Finance & Human Resources at [HumanResources@AberdeenHall.com](mailto:HumanResources@AberdeenHall.com)