

**POSITION AVAILABLE**

# **ADVANCEMENT OFFICER – CAMPAIGN AND PROPOSAL WRITER PERMANENT, FULL-TIME**

**REPORTING TO**

Director of Advancement

**SUMMARY**

In support of the College's Advancement and External Relations Department, the Advancement Officer – Campaign and Proposal Writer, will work in close collaboration with the Director of Advancement and the Campaign Director, with the primary responsibility for writing Campaign and Fundraising materials, as well as writing Grants and Funding proposals.

**Major Responsibilities:**

**Campaign and Fundraising Writing (50%)**

- Develop and maintain content for campaign case for support and supporting content for specific program areas within that case.
- Prepare individualized proposals for major donors.
- Prepare campaign correspondence for prospective major donors.
- Prepare campaign status reports – capital, program and philanthropic progress.

**Grant and Proposal Writing (50%)**

- Conduct the full range of activities required to prepare, submit, and manage grant and funding proposals to individual donors, foundations, corporate and government sources.
- Research and evaluate prospective new funders.
- Liaise with finance, faculty and other College members as needed to gather information necessary for submissions, reporting and stewardship.
- Comply with all reporting as required.
- Maintain records in Raiser's Edge to support the coordination of proposal writing, applications and renewal submission, mid-grant reporting and application status updates.
- Establish and maintain relationships with foundation and grantor contacts.
- Develop and submit sponsorships proposals (in support of various programming offerings).
- Assist with other writing and fundraising projects as requested or assigned.

**Skills & Abilities:**

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills and attention to detail.
- Experience working in deadline-driven environments and proven ability to work well in a team environment, handle multiple assignments and meet deadlines.
- Authentic understanding of philanthropy and the social profit sector.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Good understanding of the major gifts fundraising process.
- A solid understanding of budgets as they relate to proposals and grants.
- Motivated self-starter with ability to work independently and as part of a team.
- A strong donor service orientation demonstrated by the ability to anticipate, understand and respond to the needs and expectation of donors.
- Experience with Raiser's Edge data system and entering data to support the development of grant solicitation pipeline.
- Solid knowledge of Microsoft Office programs.

**Education & Experience**

- Minimum of five years experience with writing for capital campaigns, major gift campaigns and grant proposals.
- Related university degree (English, Communications, Journalism, Marketing) or equivalent in training and experience a plus.
- Preference given to those with experience writing gift proposals or grant applications at the \$50,000 level and above.

**Compensation & Organization**

This is a full-time position located at Pearson College UWC in Metchosin, approximately 40 minutes from downtown Victoria. The College offers an attractive compensation package to an outstanding and qualified applicant.

**APPLICATIONS & OTHER DOCUMENTS**

Candidates should send a cover letter and resume to [hr@pearsoncollege.ca](mailto:hr@pearsoncollege.ca). References will be required for short listed candidates. Applications will be accepted until the position is filled. Candidates are asked to note in their cover letter how their background and experience would be a good match for Pearson College UWC. Due to the high volume of applicants, only short-listed candidates will be contacted by the College.

Pearson College UWC welcomes qualified applications from individuals from diverse backgrounds.

## NOTES

Pearson College UWC is a unique two-year pre-university school for students selected from around the world based solely on their promise and potential and demonstrated commitment to engage actively in creating a better world. Students currently attend from over eighty countries and whose backgrounds intentionally represent some of the tensions in the world. All attend on needs-based scholarships. Money is neither a barrier nor a ticket to admissions. Students live together on the southern tip of Vancouver Island while studying the International Baccalaureate program and pursuing explicitly the mission of the United World Colleges (UWC) to make education a force to unite people, nations and cultures for peace and a sustainable future.

The College is developing an innovative curriculum parallel to the Theory of Knowledge course that develops the skills, competencies and dispositions students require to carry out the mission and live the values of UWC, what some refer to as 21<sup>st</sup> century skills.

We are committed to attract staff that are keen to join us in this effort.

Please send cover letter and resume to [hr@pearsoncollege.ca](mailto:hr@pearsoncollege.ca)

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