



St. George's School of Montreal
École St-Georges de Montréal
www.stgeorges.qc.ca

St. George's School of Montreal, a leading, co-educational K – Sec. V, child-centered independent school, invites applications for the position of

Advancement Coordinator

Reporting to the Head of School, the Advancement Coordinator is responsible for fundraising and Alumni Relations.

The successful candidate will possess strong computer skills, be detail-oriented, bilingual and have a minimum of 5 years experience in a related field, preferably in the Education Sector.

The primary responsibility of the Advancement Coordinator is the development and maintenance of various fundraising programs and strategies. Duties include but are not limited to:

- coordinate bequest/planned giving program
- nurture and maintain relationships with major donors
- coordinate all Annual Giving campaigns
- implement the School's action plan for solicitation of key prospects including increased support and involvement from alumni
- oversee incorporation of alumni involvement in school activities.
- oversee all major Advancement events
- coordinate and participate in Open House with Admissions, Assistant Heads and Communications Officer
- represent Advancement at Board and Subcommittee meetings upon request

***Please submit your curriculum vitae and letter of application
prior to 4:00 pm July 30, 2010 to:***

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