



Position Profile

Director, Foundation Operations
2021



About TFS

INDIVIDUALS WHO REFLECT, CITIZENS WHO ACT

TFS is a leading independent educational institution that has been instrumental in the shaping of today's Canada, as the first French immersion school in the country and pioneer of bilingualism. They are an extremely diverse community that sets out to develop multilingual critical thinkers who celebrate difference, transcend borders and strive for the betterment of humankind. Throughout their history, TFS students have been characterized by their academic ambition, as well as by their determination to acquire an international perspective on local and global affairs.

In pursuit of this mission, TFS recruits excellent staff members who are deeply committed to the highest standards of teaching and learning, and who also share their passion for the all-round development of students as accomplished individuals and responsible citizens. Their staff members benefit from exceptional professional learning opportunities and a competitive compensation package.

TFS is committed to safeguarding and promoting the welfare of children, young people and adults, and all of their staff and volunteers are expected to undergo child protection screening.

They recruit candidates who embrace their TFS values of integrity, discernment, respect and engagement.

For more information on the background of the school, please visit their website <https://www.tfs.ca>.

About TFS Foundation

In an innovative model, the TFS Foundation leads the outreach to engage TFS families, alumni and friends to provide the support needed to advance the school's mission. Their raison d'être is to strengthen school pride and connections with the school through engagement and giving.

This outreach includes leading the school's fundraising program encompassing annual giving, major and special gifts, donor recognition, and stewardship. In addition, the Foundation team leads programming to support engagement of alumni in the life of the school.

Led by a volunteer Board of Directors actively engaged in fundraising, the team works collaboratively with its partners –Head's Council (the TFS leadership team), the TFS Alumni Association Executive and the TFS Parents' Association – to engage our community, helping to nurture a culture of philanthropy and volunteering, which is critical to the school's well-being.

The Foundation is currently in the early stages of a comprehensive campaign that will focus on capital renovations to its two campuses and on growing their current financial assistance program.

To successfully achieve these key objectives, the Foundation seeks to hire someone who will have a significant impact on their campaign and advancement successes.

The Foundation is a fast-paced and professional team, working tirelessly and cooperatively to rapidly achieve its objectives.

The Role

Reporting to the President (CEO) of the Foundation, the Director, Foundation Operations is responsible for supporting the financial goals of the Foundation via strong operational leadership and strategic support.

The Director manages three direct reports: the Advancement Communications Strategist, the Advancement Services Coordinator (research and data), and the Alumni Relations and Annual Programs Officer.

The incumbent works closely with the Foundation's Major Gifts, Stewardship and Leadership Giving personnel to develop and implement fundraising strategies.

The incumbent collaborates with the Office of the Head of School, Marketing and Communications, Enrolment Management, Finance, Human Resources, the TFS Board of Directors and TFS Foundation Board of Directors, the TFS Alumni Association, the TFS Parents' Association and alumni, parents and donors.

The position is broken down as follows: 15% operational and strategic planning; 25% advancement services and reporting (process improvement, setting metrics, benchmarking); 25% marketing and communications; 20% staff management; and 15% managing internal and external relationships.

Key Responsibilities

Strategy & Business Planning

- Plan and monitor the strategic plan and budget for the TFS Foundation and manage the Operations team.
- Plan and execute targeted and comprehensive strategies, timelines and budgets.
- Create an operational plan, aligned with TFS's overall strategic plan, that steers the Foundation team toward growth.
- Develop key performance indicators and best practices that will drive efficiencies within the Foundation.
- Develop reports and analysis that will support strategic resource allocation within the Foundation team.
- Contribute to campaign planning.

Management and Leadership

- Manage a team dedicated to Foundation operations.
- Support, mentor and build the team's skills.
- Advocate for the team's needs and successes within TFS's overall administrative organization.
- Work closely with the school's Finance team on creating and managing the department budget, setting financial targets for funding priorities, ensuring accurate allocation of Foundation grants in keeping with the Board's and donors' intentions, monitoring campaign progress
- Work closely with the Enrolment Management office on matters related to the Foundation and the school's scholarship and bursary programs.

Communications

- Work closely with the Marketing and Communication's team to ensure alignment with the School's brand and messaging.
- Oversee the development of and management of campaign-related communications to ensure the fundraising case for support is effectively articulated both internally and externally through various communications vehicles.
- Collaborate on producing items for the editorial calendar, including e-newsletters, reports and the school's annual report. Assist in developing themes and topics, and in ensuring that content is produced and published on schedule. Help manage messages such that they are addressing the correct audiences, with specific emphasis on current parents.

- Oversee the Foundation's communication calendar with all stakeholders, including Impact Reports, e-Newsletters, the annual Community Report, announcing naming opportunities and sending thank-you letters.

Annual Programs and Alumni Relations

- Oversee direct marketing and work with the Director of Major Gifts to develop solicitation strategies and communications to reach over \$1 million in contributions with a focus on parent annual giving
- Develop strong relationships with members of the TFS Alumni Association and work with them to create and execute a multi-year engagement plan.
- Oversee the annual Alumni of Distinction award program, the management of the annual Alumni Reunion, alumni branch events and other annual alumni programming.

Database and Research

- Create best practices that guide the team's approach to collecting data, protecting data, ensuring the data's integrity and writing data-based reports in support of the fundraising staff, alumni relations group and senior leadership.
- Maximize the potential of various databases and third-party applications as they relate to fundraising and constituent engagement.
- Provide research-based advice on how to enhance TFS's donor pipeline.
- Advise on research tools and support the creation of donor profiles and briefing notes.

The Opportunity

As Director, Foundation Operations, you will be joining a fast-paced educational organization that thrives on excellence in an atmosphere that combines professionalism with a strong family-oriented and congenial culture. No two days will ever be the same in this multi-faceted position that will demand the best of your strategic and operational abilities and expertise, both as a manager and an in-house advisor. This new operations role also offers an opportunity to build relationships with some of Canada's most influential donors and families during the execution of an exciting capital campaign.

The Ideal Candidate

You are an operations professional who has worked within a professional fundraising and major gift organization. While you thrive on creating operational excellence, you are also a strong relationship manager who can build relationships with staff, donors and families. You understand that the ultimate goal of the operations function is to grow the revenue of the Foundation on behalf of the school.

You are a strategic and systematic thinker who can prioritize among multiple current goals while identifying what needs to be done in the future. You are good at measuring these priorities and communicating them to all key stakeholders, including your staff. You are always seeking ways to improve processes, which includes benchmarking other high-performing organizations. You are a builder who will always be looking for ways to grow our organization.

You will have a proven track record of managing staff and building them into a well-oiled team, providing them with a high level of accountability and autonomy. Your other operations skills include familiarity with financial analysis and reporting, and with systems and process thinking.

Because the position's mandate is highly diverse and moves between funding objectives and operational functions, you must be extremely flexible, able to pick up and run with a variety of tasks,

regardless of previous experience. And it is essential that you share the Foundation team's "all hands-on deck" attitude—willing to jump in and help whenever and wherever it's needed.

Personal Attributes

You must be a smart, driven, creative and solution-oriented individual. You take the initiative and are able to cut through the clutter to see what needs to be done. You know how to have positive and productive relationships with a wide range of individuals, and when it's necessary to assert yourself, can do so in a way that is constructive and respectful. You are empathic, understanding that the best way to deal with conflict is by finding a resolution through communication. And you work hard, leading by example.

The school has multiple locations and leaders with established systems and procedures. You are nimble and flexible enough to manage the complexity of the organization with patience and curiosity.

Core Competencies

- Seven to ten years of direct fundraising operations experience, ideally in an educational setting with campaign experience.
- Direct experience in a Foundation or advancement office, preferably in an environment with a significant number of individual donors.
- Demonstrated success in managing a team in a fast-paced environment.
- Able to manage and support the needs of senior administrators, board members, and high-level fundraising volunteers.
- Thorough understanding of and experience in dealing with high-net-worth individuals, including effective stewardship of individuals and leading groups of donors.
- Able to build upon the existing strengths of the team, while adding new and creative programs and keeping current with new trends in fundraising.
- Skilled at working with highly confidential information in a discrete and diplomatic manner.
- Adept at problem solving and strategic planning activities in a team setting.
- Diplomatic and mature.
- Creative.
- Able to use excellent project management skills to juggle multiple tasks and competing priorities.
- Committed to service and the value of an independent school environment.
- Expert in logistics, work-back schedules, technology.
- Excellent interpersonal and relationship-building skills.
- Excellent communication and problem-solving skills.
- Strong attention to detail, organization and planning.
- Bachelor's degree.

How to Apply

We thank all candidates in advance. We will, however, contact only those selected for an interview. To apply, please submit, in confidence, a resumé along with a cover letter that sets out your interest in the role and highlights the experience you have relevant to the role. Please state your salary expectations in your cover letter. The preferred method of application is online at searchsmartconnect.com/jobs

TFS-Canada's International School welcomes applications from Indigenous persons, persons with disabilities, visible minorities, women, persons of all sexual orientations and genders, and others with the skills and knowledge to productively engage with diverse communities. If you require an accommodation, we will work with you to meet your needs.

Contact Details

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