



Position:	Community Relations Administrative Associate
Reports to:	Head of Community Relations
Position Group:	Support Staff
Term:	Full Time (1.0FTE) continuing after successful probationary period

Overview

Strathcona-Tweedsmuir School (STS) is a premier co-educational day school nestled in the Foothills of the Rocky Mountains just outside of the City of Calgary on a 220-acre campus. As an International Baccalaureate (IB) World School, STS offers all three IB Programmes from Kindergarten through to Grade 12.

In addition to the global perspective offered by the IB Diploma Programme, the School offers an extensive co-curricular program in a technology-rich environment. Students take advantage of the amazing natural setting including a small pond, forest, and extensive trail system to complement their academic learning.

STS combines the rich traditions from its 117 years of history with innovative and research-based instructional practices where students pursue lives of purpose, flourishing emotionally, physically, and intellectually.

Position Overview

The **Community Relations Administrative Associate** has the vital role of capturing and processing stakeholder data, and maintaining accurate records of STS community members including parents/guardians, employees, students, alumni, former parents/guardians and employees, and friends of STS and supports communication, engagement, and fundraising activities with these stakeholder groups. This important role requires a wide range of knowledge, skills and personal attributes as outlined below.

Detailed Job Description

- Liaises and consults directly with donors, STS families, volunteers, STS leadership, Community Relations and Finance, team colleagues, and the broader STS employee group.
- Ensures data and records are consistent and of the highest standard and that office protocols and systems are in place to support a dynamic community relations strategy at STS.
- Resident expert on Raisers Edge (RE) design and operations; coordinate, maintain, and troubleshoot Raiser's Edge NXT (RE) database, including daily data entry, gift tracking, special events activity, campaigns and pledges, and perform ongoing quality control.

- Set-up, track and send gift agreements, pledge payments, pledge reminders, recurring gifts, and employee donations.
- Perform complex data searches, queries, and exports to produce detailed and accurate reports derived from STS constituent and donor details for use in print mailings, mass emails/push pages, data analysis, annual reports, quarterly financial reports, prospect analysis and appeal/campaign analysis;
- Process, acknowledge and receipt charitable gifts, and reconcile with the Finance and Operations Office to ensure accuracy of financial records.
- Work with the STS Finance Department in processing Accounts Payables, Accounts Receivables, student billing, bank deposits, year-end reports, and other tasks as requested.
- Develop, process, and execute extensive prospect research using various tools to support gift solicitations.
- Effectively steward donors by maintaining accurate records, designing and implementing appropriate and consistent processes for customized stewardship plans.
- Collaborate with colleagues in advancing the objectives of the Community Relations department.
- Provide administrative and strategic support to STS colleagues and the STS community.
- Process event registrations, raffles, auction items, and assist at events as required.
- Coordinate meetings, refreshments if required, and take minutes for Community Relations Team Meetings and the Alumni Executive Committee.
- Assist all departments that fall under Community Relations umbrella as requested with the goal of building and stewarding a strong and vibrant STS community.

Experience, Skills, Technical and Behavioral Competencies

Essential Qualifications

- College diploma or university degree in a relevant field or equivalent work experience in a similar position.
- Superior written, oral, creative, and interpersonal skills.
- Experience with communicating with diverse audiences.
- Ability to manage several projects concurrently.
- Minimum of five years of relevant work experience.
- Understand and competent with relevant technology skills.

Desirable Qualifications

- A deep understanding of the ethos and culture of Canadian Independent Schools.
- Previous experience in working in the non-profit sector with Raiser's Edge or Raiser's Edge NXT with some knowledge of research methodology.

Personal Qualities and Attributes

- A person of impeccable integrity and the highest levels of ethical practice.
- A tactful, poised, warm, confident, and caring disposition.
- Comfortable with change and innovation.

- Flexible and responsive.
- Independent and self-directed but able to work within and support a team.

Application Instructions

Applications must contain a cover letter, your resume, and the names and contact information for three work-related references one of which must be a direct supervisor (your references will not be contacted without your prior consent). Please submit your application via email to careers@sts.ab.ca with the position noted in the subject line. Please do not send documents via OneDrive or other cloud-based services and please do not send letters of reference, evaluations, and/or transcripts unless asked to do so.

Applications will be reviewed as received and interested applicants are strongly encouraged to apply early as the position may be filled as soon as a qualified candidate is selected.

We thank all those who apply, but only those selected to participate in the next phase of our interview process will be contacted.

Strathcona-Tweedsmuir School provides a welcoming environment for all employees and encourages diversity among staff and students as part of our commitment to the Alberta Human Rights Act.