

**EXECUTIVE DIRECTOR,
ADVANCEMENT
EXECUTIVE BRIEF**



BSS



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The Bishop Strachan School is a leading independent JK - Grade 12 Day and Boarding school for girls. For more than 150 years, we have inspired girls to be fearless and educated them to be leaders. Our inquiry-based approach challenges students to think critically, act ethically, innovate courageously and engage meaningfully with the world around them. BSS students investigate, experiment, research and reflect. Students have opportunities to ask their own questions and solve complex problems. Through authentic learning experiences, our expert teachers connect disciplines, ideas and real-world issues so girls develop the confidence, agency and leadership to shape the future rather than simply respond to it.

BSS is a diverse and inclusive community that seeks to cultivate a sense of belonging for all. We're proud of our approach to girls' education and we invite you to learn more about us.

"At BSS, our goal is for every girl to reach her full potential, lifting others up as she climbs."

Meagan Enticknap
Head of School



VISION

BSS will be an inspirational force for women to reach their full potential as transformative leaders.

MISSION

Inspire girls to be fearless.

Educate girls to be leaders.

VALUES

Pursue Excellence

Strive to be the best in all that we do.

Take Risks

Be willing to take risks, challenge convention and support a nurturing environment where it's safe to fail.

Be Creative

Look at a challenge from all angles and fearlessly explore.

Learn From Our Differences

Celebrate the unique voice in all individuals to expand our worldview.

Honour Our Heritage

Honour the past, live in the present, own the future.

Embrace Change

Embrace change and uncertainty in order to grow.

Be Curious

Live with a thirst for learning

BSS BY THE NUMBERS



1867

school founded



7.5

size of campus (acres)



970

students in 2026 -27



67

Boarding students in 2026-27



200+

faculty and staff



6,690

alumnae around the world



635

donors gave generously to BSS in 2024-25



\$2M+

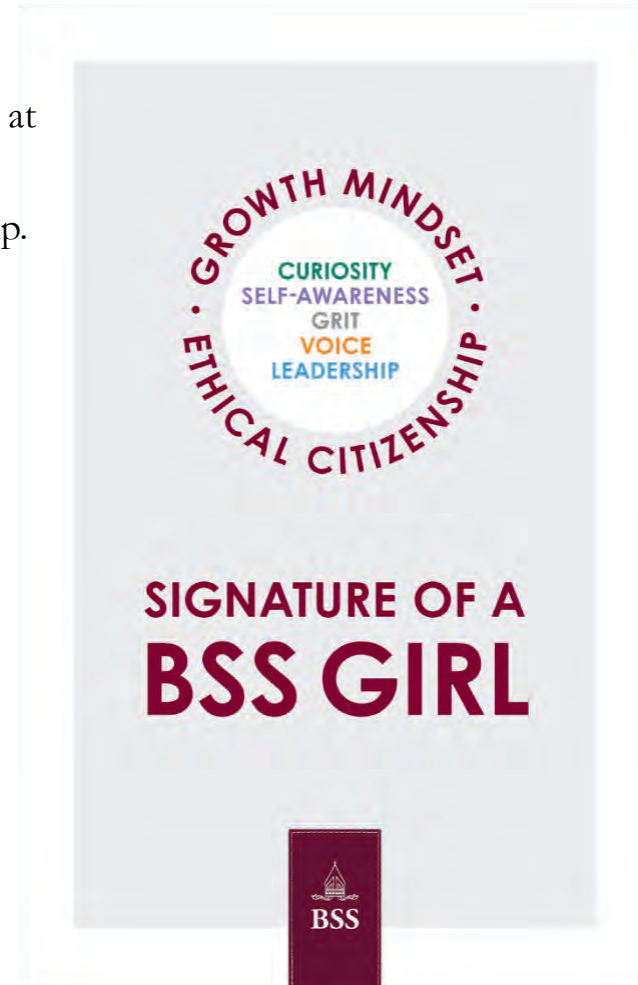
financial assistance allocated annually

SIGNATURE OF A BSS GIRL

The Signature of a BSS Girl is an evidence-based set of personal attributes that are encouraged, nurtured and taught at BSS. It is the product of intensive research on girls' psychology, well-being, character development and leadership.

We believe it is vital for students to look both inward at themselves and outward, understanding and caring about their impact on others. Curiosity, self-awareness, grit, voice and leadership are viewed through the lens of a growth mindset when focused on the self, and ethical citizenship when focused on the self in relation to others.

Taken as a whole, these attributes are critical to the development of character and set the stage for success. Everything that happens at BSS, from academics to co-curricular activities, is designed to help students develop these traits. Through a supportive environment and our unique approach to learning, each student is able to reach her full potential and make a difference in the world.



EXCELLENCE IN TEACHING AND LEARNING



Learning at BSS is inquiry-based because we know that this type of learning motivates and inspires our students to go deeper. Inquiry-based learning involves students undertaking in-depth projects. Empowered to follow their curiosity, they ask increasingly complex questions to develop a multi-faceted understanding of real issues. They not only gain fundamental subject knowledge; they learn why it matters. BSS students are active learners and critical thinkers. At all levels, from JK - Grade 12, students ask probing questions and work collaboratively. They take risks and sometimes fail, the most powerful learning of all. That's why we specialize in girls' learning needs, focusing on intellectual, social, emotional, physical, spiritual and ethical growth in a nurturing environment.

"BSS allowed me to experiment both theoretically and in a hands-on capacity, enabling me to grow as an artist and storyteller."

Jessy YE '24

BEYOND THE CLASSROOM



ATHLETICS

At BSS, athletics are integral to building grit and confidence on and off the field. Our program promotes skill development, and builds self-esteem, leadership and resilience. Our athletics program supports both new learners and seasoned athletes, including a specialized program for high-performing athletes. Coaches provide high-level competition in a supportive environment, fostering confidence, time management and a lifelong passion for sport. Our top-tier facilities include a turf field, two gyms, dance studios, a pool and a fitness studio.

LANG SCHOLAR PROGRAM

In September 2024, BSS received a \$6.1 million donation from renowned philanthropist, business leader and five-time Grey Cup champion Stu Lang – the largest public gift to a Canadian girls' school – to establish the Lang Scholar program. Lang Scholars, selected for their academic, athletic and character excellence, benefit from leadership training, inspiring guest speakers and co-educational programming with Upper Canada College. Upon graduation, they will pass the baton and inspire future Lang Scholars.



ARTS

The arts are vital to how students understand and interact with the world, nurturing creativity, critical thinking and self-assurance. From JK - Grade 12, students explore multiple visual arts and performance disciplines, with opportunities to join choirs, play instruments and participate in theatre or dance. Integrating the arts with STEM enriches learning, making it dynamic and memorable. This interdisciplinary approach not only develops artistic skill but also deepens understanding across subjects.

GLOBAL LEARNING

Through trips around Canada and the world, and by participating in events, initiatives and programs that emphasize belonging, cultural competency and ethical citizenship, students develop a sense of purpose and take action in their local, national and international communities. Students examine and understand the world through the lens of relationships: with others, between academic subjects and at the intersection of global systems.

7

Global Learning Experiences for Middle and Senior School

5

Global Learning Exchanges for Middle and Senior School

All stats for the 2026-27 academic year

OUTDOOR EDUCATION

Nature is a powerful teacher. The Outdoor and Environmental Education program at BSS introduces students to the wonders of the natural world, and the responsibility to protect it. Through both curricular and co-curricular experiences, students are exposed to outdoor skills and have the opportunity to try new things.

5

Outdoor Education trips for Middle and Senior School

73

Bronze Duke of Edinburgh Awards

25

Silver Duke of Edinburgh Awards

13

Gold Duke of Edinburgh Awards

Stats from the 2025-26 academic year

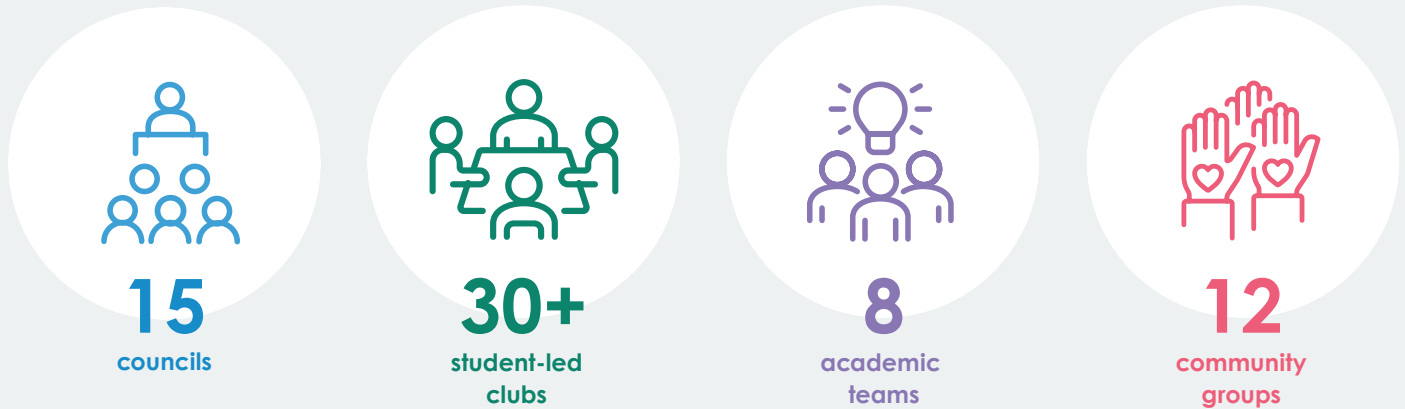
SERVICE LEADERSHIP

Our students put their learning into practice, form meaningful connections and give back to our community through acts of service. By identifying potential initiatives and community organizations to partner with and contributing their skills, effort and time, they are able to develop as leaders and ethical citizens.



LEADERSHIP INVOLVEMENT IN GRADES 9 - 12

Year over year, more than 85% of students in Grades 9 - 12 engage in leadership activities.



Leadership Involvement data from the 2025-26 academic year

STUDENT LEADERSHIP

At BSS, a leader is aware of the world around them, identifies the need for change, takes action and inspires others to follow. We use a strengths-based approach from Grades 6 - 12, offering a breadth of leadership learning experiences paired with coaching and reflection opportunities. Students are actively involved in creating a culture of belonging at school. They become core curators of student life and architects of a future where female leadership is the norm.



MEAGAN ENTICKNAP, HEAD OF SCHOOL



Bringing a global perspective and a deep commitment to the BSS mission, Meagan Enticknap is poised to build upon the school's legacy of strong leadership as Head of School.

Since joining BSS as Deputy Head, Meagan has built deep connections across the school. Utilizing a data-driven approach and a sophisticated understanding of modern pedagogy, she has successfully advanced innovative initiatives to enhance student learning. In close collaboration with the Advancement team and the Parent Association, Meagan actively drives community engagement, whether delivering strategic updates to families, partnering on volunteer initiatives or traveling globally to connect with alumnae. An experienced strategist, she is deeply involved in fundraising efforts to secure the school's future.

Prior to BSS, Meagan built a diverse range of experience as a teacher, Director of Learning, Lead Educator, and Deputy Head of the Middle and Senior School at Ottawa's Elmwood School. Beginning her career as an elementary teacher, Meagan became a leader at schools all over the world where she developed connected curricula, implemented innovative teaching and learning, and built professional development programs for faculty. In particular, she spent three years as Director of Learning at the United Nations International School in Hanoi, Vietnam. Her wider leadership includes Lead Educator with the International Baccalaureate Organisation, and as an instructor in international education at the Ontario Institute for Studies in Education (OISE). These extensive experiences, along with her work at BSS, contributed to her expertise in academic and co-curricular programming, her strategic perspective, and her commitment to a collaborative and inclusive school culture.

EXECUTIVE DIRECTOR, ADVANCEMENT POSITION SUMMARY

The Bishop Strachan School is seeking a strategic and accomplished fundraising executive to serve as the next Executive Director, Advancement.

This person will provide visionary leadership and hands-on execution for a comprehensive advancement program. Serving as a trusted partner to the Head of School, Board of Governors, Board of Trustees and Senior Leadership Team, this pivotal role will include designing and executing sophisticated philanthropic strategies to maximize financial support for capital projects, financial assistance and strategic initiatives.

As a strategic, collaborative and inclusive leader, the Executive Director will mentor a high-performing team while fostering deep, enduring relationships across a diverse, global network. They will prioritize deepening alumnae relationships and evolving the school's community engagement strategy. They will also be an active and visible member of the school community, building authentic relationships with students, parents, alumnae, employees and volunteers.

The Executive Director joins BSS at a pivotal moment, as the school embarks on a transformative campaign. Building on the momentum of the largest public gift ever made to a girls' school in Canada, this leader will expand philanthropic support, deepen community engagement, and elevate an established culture of giving.

KEY AREAS OF ACCOUNTABILITY

Strategic Leadership and Vision

- Provide vision, strategic direction and oversight of a comprehensive advancement program that encompasses capital and endowment fundraising, annual giving, and community and alumnae engagement, aligning all initiatives with the school's mission.
- Serve as a strategic thought partner to the Head of School and the Senior Leadership Team to develop philanthropic priorities that align with the school's strategic goals and aspirations.
- Serve as a highly visible ambassador within the school community, across constituent groups, and at school meetings and events.
- Oversee and coordinate financial and operational reporting to the Head of School, CFO, Board of Governors and Board of Trustees, providing regular updates on the progress of the advancement plan.

Philanthropic Development and Campaign Management

- Lead the development of a systematic and creative approach to donor pipeline development, cultivation and stewardship to maximize philanthropic support across all school constituencies.
- Build campaigns that reflect all constituencies, including an additional focus on alumnae relationships.
- Collaborate with the CFO and Head of School in setting and providing updates on the campaign budget.
- Cultivate, solicit and steward a portfolio of major gift donors and prospects.
- Prepare, support and empower volunteer campaign leadership.

Team Leadership and Operational Excellence

- Lead, mentor and support the Advancement team, fostering a culture of professional growth and high performance while holding the team accountable to the school's strategic and tactical goals.
- Ensure Advancement staff have clear markers and metrics for success, utilizing analysis, engagement objectives and iterative goals.
- Assess roles and responsibilities to grow team capacity across key functions, including annual giving, advancement services and prospect research.
- Ensure that Advancement systems, processes and policies reflect best practice and are aligned with the school's mission.
- Cultivate cross-functional partnerships to accelerate philanthropic and community engagement outcomes.

Community Engagement and Governance

- Partner with the Head of School and Senior Leadership Team to align alumnae, enrolment and Parent Association programming under one cohesive community engagement strategy.
- Actively participate in the oversight of the school-wide event calendar to ensure all initiatives are mission-aligned, strategically timed and manageable for the community.
- Partner with the Head of School to support the Board of Trustees in their fiduciary stewardship of the school's endowment.
- Collaborate with school leaders and Board members to foster a culture of philanthropy across the school.
- Serve as a visible ambassador for the BSS community, representing the school's interests in fundraising, and alumnae and parent engagement initiatives locally, nationally and internationally.
- Build the visibility and understanding of advancement initiatives among employees through regular internal communications, professional learning presentations and intentional event coordination.
- Oversee the development of an alumnae engagement strategy with tactics and measures of success.
- Ensure a parent engagement strategy that builds alignment with and leverages parent volunteerism.

Values and Professional Commitment

- Embed inclusion and belonging into all processes, demonstrating a deep passion for the transformative power and impact of girls' education.
- Commit to the Staff Growth Process, participating in continuous professional learning to ensure individual and team alignment with the school's mission.
- Lead and inspire the Advancement team to serve as key ambassadors, championing the school's mission to alumnae, parents, donors and volunteers.
- Represent BSS within relevant local, national and international associations and councils.
- Lead and manage the development of the Advancement team, ensuring team members have the resources to deliver on the school's goals while supporting their own professional growth.

QUALIFICATIONS AND KEY COMPETENCIES

Skills, Experience and Attributes

- Proven success in driving major gift fundraising, securing seven-figure donations and leading major campaigns within an educational or non-profit sector.
- Ability to design, communicate and execute a comprehensive advancement strategic plan, including preparing for the school’s next campaign.
- Demonstrated success in leading, developing and integrating a high-performing Advancement team while fostering collaborative relationships school-wide.
- Prior experience working effectively with a volunteer Board of Directors.
- Strong data management, analytical and organizational skills with a proven ability to prioritize and problem-solve in a fast-paced environment.
- Highly visible, charismatic communicator with a proven track record of translating organizational vision into a compelling advancement narrative that builds deep trust and rapport with parents, alumnae and the broader community.
- Proactive relationship strategist with a demonstrated ability to cultivate meaningful, mutually beneficial partnerships and create innovative touchpoints that keep key community members actively engaged.
- Bachelor’s Degree required; preference will be given to candidates with further relevant education, complemented by deep experience, professional fundraising credentials and demonstrated fluency in high-impact fundraising strategies.
- Competence in effective use of databases, Google Suite and Microsoft Office.
- A growth mindset of continuous improvement and learning.
- Culturally competent with a positive attitude toward cultural uniqueness and a readiness to accept and respect others.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Willingness and enthusiasm for evening and weekend event attendance, and purposeful travel overseas.

Competencies

Demonstrated ability and commitment to the Competencies at BSS

Core Competencies

- Respect and care
- Trust and integrity
- Collaboration
- Flexibility and adaptability
- Initiative
- Community focused
- Communication

Leadership Competencies

- Managerial courage
- Champion change
- Build and develop effective teams
- Strategic planning and alignment

ORGANIZATIONAL CHART



ADDITIONAL INFORMATION

KCI Search + Talent has been retained to conduct this search on behalf of The Bishop Strachan School. For more information about this opportunity, please contact Jill Anderson, Associate Vice President, KCI Search + Talent by email at: BSS@kcitalent.com.

Interested candidates should send their resume and letter of interest to the email address listed above by August 24, 2026. All inquiries and applications will be held in strict confidence.

The target hiring range for this position is \$200,000 - \$225,000 and includes a competitive benefits package.

At The Bishop Strachan School staff are working full-time in the office, with some flexibility to work from home on a project basis from time to time.

The Bishop Strachan School is committed to fostering an inclusive, diverse and respectful environment. We believe that diversity in our school fosters a rich, inclusive and creative environment. We are actively engaged in building a more diverse school and encourage all qualified applicants to apply.

This posting is for a current vacancy. Artificial intelligence will not be used to screen resumes nor assess candidates in this search.

