

DIRECTOR OF ANNUAL GIVING
Job Description/Overview of Responsibilities



POSTING DATE: September 6, 2017
POSITION TITLE: Director of Annual Giving
REPORTS TO: Vice President for Development

SUMMARY:

Full-time, salaried, exempt, 12-month position. The Director of Annual Giving is an integral part of the St. Mary's Academy development department and reports to the Vice President for Development. This position is responsible for the strategic leadership and implementation of all aspects of the annual giving program. Additional responsibilities include: stewardship of scholarship and endowment donors, foundation and corporate grant writing, and maintaining a portfolio of leadership gift prospects.

PRIMARY RESPONSIBILITIES:

Annual Giving Campaign:

- Working closely with the Director of Major Gifts and Director of Leadership Giving, design and implement a multi-year strategic development plan to grow unrestricted support for the school and increase participation across constituent types
- Manage a portfolio of leadership level gift prospects and develop pipeline of major gifts prospects in coordination with Associate Director of Development and major gifts officers
- Lead the annual strategy and day-to-day work plan for the annual giving program
- Lead volunteer recruitment, training and recognition for annual giving activities including alumnae, parents, and corporate partners
- Develop and oversee a strategy to improve acquisition, renewal and pledge fulfillment
- Oversee multi-channel (mail, phone, email, social media) mass solicitation strategies to increase giving and participation
- Develop and implement strategies to encourage increased and leadership giving
- Identify best practices, opportunity for capacity building and growth, solicitation strategies and stewardship for the annual giving program
- Grow and expand the Reunion Giving program
- Grow and expand corporate and foundation grants program
- Other duties as assigned by the Vice President for Development

QUALIFICATIONS AND SKILLS:

- Bachelor's degree and minimum of 3-5 years of fundraising experience
- Excellent organizational skills: ability to manage and prioritize multiple tasks with attention to detail
- Proven record of successful annual giving results, organizational and planning skills
- Commitment to donor-centered fundraising and exemplary follow-through
- Microsoft Office and web proficiency; Raiser's Edge experience desired
- Excellent communication skills: written and verbal
- Strong writing skills, with experience in writing engaging and persuasive appeals
- Ability to build strong relationships with a range of individuals
- Desire to work under deadlines in a dynamic, fast-paced, entrepreneurial environment
- Ability to maintain confidentiality of sensitive materials
- Self-directed, team player, accountable for scope of responsibility
- Willingness to work some evenings and weekends
- Desire to support the mission of St. Mary's Academy

Salary and Benefits:

Salary commensurate with qualifications and experience. Excellent benefits include medical, dental and vision coverage, retirement, life insurance, holidays, vacation and sick leave.

To Apply:

Position is open until filled. Qualified applicants may submit resume, cover letter, three professional references and salary history/expectations to Lindsay Frickle/Major Gifts Officer lindsay.frickle@smapdx.org. Review will begin September 25 and no phone calls please.