



MANAGER OF ANNUAL GIVING

The Manager of Annual Giving reports to the Director of Advancement and Community Relations and is responsible for designing, developing and implementing a comprehensive Annual Giving Program. Responsibilities include:

Annual Giving:

- Design, develop and implement a detailed Annual Giving Program plan to include goals, rationale, organization, strategy, calendar, and budget;
- In collaboration with the Director of Advancement, design and initiate a program of face-to-face solicitations for leadership level (\$1,000) prospects;
- Create and implement a program/plan to maintain and/or increase current parent participation (donors and dollars);
- Work closely with Annual Giving Chair(s) in developing and implementing a robust volunteer program, including the recruitment and training of Annual Giving volunteers, as well as ongoing direction, support, and communications;
- In collaboration with the Director of Alumni Relations, develop a plan to increase alumni participation (donors and dollars); coordinate alumni solicitations, to include personal outreach (in person and phone), appeals, and acknowledgments;
- Create and implement a program/plan to increase grandparent participation (donors and dollars) and work closely with the Director of Alumni Relations to create and implement a program/plan to increase past parent participation (donors and dollars);
- Solicit all full time Faculty and Staff with goal of 100% participation
- Write all Annual Giving appeals, and work in collaboration with the Director of Donor Relations on the production of gift acknowledgments, pledge reminders and related correspondence for all constituencies;
- Plan, organize and support all donor and volunteer cultivation and stewardship events;
- Coordinate, with Director of Advancement, appropriate synchronization and/or integration of Annual and Capital solicitations;
- Oversee maintenance of accurate gift records and in collaboration with Advancement Assistance, ensure that correspondence is generated in a timely fashion;
- Produce funds raised/participation reports/metrics (including year-to-date comparisons and giving trends) for presentation at all Advancement Committee meetings and for other committees as appropriate;

- Collaborate with the Director of Donor Relations in the coordination and production of the Annual Report.

General:

- Collaborate with and assist other members of the Advancement Office staff as requested;
- Together with the Director of Advancement, provide support to the Advancement Committee;
- Assist with all major constituency relations events;
- Attend professional meetings, conferences and workshops as appropriate.

Qualifications:

- Bachelor's degree and minimum of five (5) years of nonprofit fundraising experience, preferably in an independent school;
- Must have the highest ethical standards and an ability to handle confidential issues with integrity and discretion
- Volunteer management experience is essential;
- Superior interpersonal and written communications skills and an appreciation for the School's mission;
- Highly proficient knowledge of Windows, Microsoft Office and Senior Systems, Blackbaud Raiser's Edge.

FLSA Status:

Exempt

Typical Level of Interaction:

This position requires strong interaction with all school personnel as well as various service providers.

Other Qualifications:

All prospective employees must be able to clear a background check and TB screening.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to listen, physically direct, and speak. The employee is required to stand; walk; climb stairs; use hands to finger, handle, or feel and reach with hands and arms. The employee is also required to lift and carry boxes weighing up to 15 lbs. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Interested candidates should send their resume and cover letter to gfahr@gfacademy.org or fax 203-349-7151. No phone calls please.