

Breck School

Job Description

Title: Annual Giving Director
FLSA Status: Exempt
Reports to: Director of Advancement
Updated: January 2019

Background

Working closely with members of the advancement team and volunteers, this position will be responsible for the strategy and implementation of the school's annual giving program. The annual giving director will cultivate, solicit, and steward donors to establish and maintain positive ongoing relationships with the school.

Essential Duties and Responsibilities

- Develop comprehensive strategies to achieve annual goals
- Assist with identification and recruitment of Annual Fund chairs and committee members
- Maintain ongoing communication with internal and external constituencies
- In collaboration with the Director of Advancement, develop and produce donor materials that support the Annual Fund campaign
- Work collaboratively with volunteer leaders and committees to achieve goals
- Develop and maintain reports that communicate fundraising progress
- Evaluate results, refine plans, and implement new strategies based on ongoing analysis
- Work with the alumni relations director to coordinate alumni giving strategies
- Collaborate with the donor stewardship manager
- Work closely with faculty chairs on employee giving
- Direct the department's efforts to ensure Raiser's Edge best practices, leveraging the database as an institutional asset
- Develop and monitor appropriate revenue and expense budgets
- Foster a commitment to building and maintaining a strong advancement team spirit
- Supervise, mentor, and collaborate with the Database Manager
- Attend development events; this position requires some evening and weekend work

Education/Experience/Skills

- Bachelor's degree required, Master's or CFRE preferred
- Raiser's Edge expertise and Microsoft Office proficiency required
- Experience working with high-level volunteers
- Minimum of five years of development success; independent school setting preferred
- Ability to work collaboratively in a mission-driven, team-oriented department
- Strong planning and organizational skills
- Strong interpersonal skills, across all constituencies
- Strong written and verbal communication skills
- Demonstrated experience managing multiple projects

To apply

Submit letter of interest, resume, and two letters of reference to employment@breckschool.org.

