



JOB DESCRIPTION

Title:	Director of Annual Fund and Campaigns
Reports to:	Director of Development
Primary Responsibility:	Lead Annual Fund Campaign and support all capital campaign cultivation and fundraising activities.
Work Schedule:	Full-time, 12-month
Classification:	Exempt Staff

Urban School of San Francisco seeks an experienced, highly motivated, strategic and detail-oriented Director of Annual Fund and Campaigns to lead the Annual Fund and support all campaign cultivation and fundraising activities including, but not limited to endowment and capital campaigns. Specific responsibilities include the following:

Annual Fund and Campaigns (80%)

- Design and implement comprehensive Annual Fund campaign with targeted solicitations and activities to strengthen the school's fundraising program.
- Design and implement Class Endowment Fund campaign targeting senior parents and grandparents, in partnership with the Assistant Director of Alumni Relations.
- Recruit, train, motivate and manage volunteer leadership to accomplish fundraising goals.
- Create direct mail solicitations, pledge reminders and acknowledgement letters to encourage renewals and upgrades.
- Write grant proposals as required.
- In partnership with the Assistant Director of Alumni Relations, strengthen alumni support and participation in Urban's fundraising efforts.
- Collaborate with the Director of Development and Development Associate to produce campaign reports and statistics. Produce campaign metrics for Board of Trustees reports required in board meetings and relevant committee meetings.
- Coordinate timely and accurate gift processing and acknowledgements with the Development Associate.
- Oversee prospect research; supervise wealth screening process and create leadership donor profiles (Urban Prospect Sheets).
- Send annual stewardship letters to Endowment Fund donors, as well as reports to foundations, as requested.
- Attend school events to build and deepen relationships with prospective and current donors.

Communications (15%)

- Oversee production and distribution of the Annual Report.
- In partnership with the Communications & Marketing Department, regularly update website content for the Development section and produce brochures, publications and communications for campaigns.

Other (5%)

- Attend and record minutes for Development Committee and Campaign Steering Committee meetings.
- Complete surveys, such as the annual ABADO and NAIS questionnaires, and compile statistics.
- Assist with other School and Development Department events and activities as requested.

Qualifications

- Bachelor's Degree with a minimum of three (3) years professional experience developing and directing comprehensive fundraising campaigns.
- Thorough knowledge of fundraising strategies in education, with emphasis on individual giving.
- Proven track record of success in growing a comprehensive giving program that meets measurable goals and objectives.
- Keen appreciation for the foundation of annual giving as the enabling component of successful major and gift planning programs.
- Outstanding organizational skills; initiate and complete multiple tasks on time with competing priorities and deadlines.
- Demonstrated talent for recruiting, managing and inspiring volunteers.
- Outstanding interpersonal skills and judgment to represent Urban both within and outside the school; develop and maintain effective relationships with donors, prospects and the Urban community, while maintaining appropriate confidentiality.
- Ability to write and speak persuasively; excellent written, oral and computer skills.
- Strong facility with Raiser's Edge software required.
- Impeccable attention to detail.
- Ability to establish goals and action plans and to work effectively and collaboratively as part of a team to achieve goals.
- Strong self-motivation and high level of professionalism.
- Knowledge of and experience in an independent school preferred.

Special Requirements

- Some nights and weekends may be required; possible travel.
- Ability to type and sit for long periods; ability to listen and transcribe notes.
- Ability to lift and carry 35 pounds.
- Valid California Driver's License.

Urban School of San Francisco is an innovative, coeducational high school, which seeks to ignite a passion for learning and to inspire its students to become self-motivated, enthusiastic participants in their education.

Salary will be competitive based upon experience and qualifications. A comprehensive benefits package is provided, which includes vacation, as well as medical, dental, life and long-term disability insurance, and the TIAA retirement plan.

To apply, please send cover letter and resume to Anna Lee, Director of Development at: jobs@urbanschool.org, noting the position title in the subject heading of your email.

Urban is an equal opportunity employer; the school actively encourages applications from candidates of diverse cultural and socioeconomic backgrounds.