

Director of Donor Engagement

Organizational Summary:

Tampa Preparatory School is the premier private school in the Tampa Bay area for students in grades 6 – 12. Our focus on what’s best for students means we pay attention to adolescent development. We incorporate the latest research and data on teenage brain function, retention and development into our programs. Our rich academic tradition, along with a commitment to arts, athletics and a focus on producing well-rounded citizens, has made Tampa Prep one of the best schools in Tampa for 40 years. Our educational philosophy instills values of fairness, decency, honor, diligence and academic curiosity. The School stresses the development of self-confidence, a sense of worth and the importance of having fun in the pursuit of one’s goals.

Position Summary:

The Director of Donor Engagement will serve as a partner to the Director of Development in the creation, execution, and evaluation of a comprehensive development program with two key goals:

- to secure the necessary philanthropic resources for the School’s current and future needs; and
- to build a culture of philanthropy across a broad community of parents, alumni, and friends.

This newly created role will provide programmatic leadership in the area of alumni engagement, while contributing to the annual and capital fundraising goals. The person who will be successful in this role will be a strategic thinker who can identify areas of growth and opportunity and execute solicitations (written and in-person) and manage volunteer programs as we build and grow our development initiatives.

Major Responsibilities:

Major Gifts and Campaign Management

- Identify, cultivate, solicit, and steward prospects with the potential to make a major gift to Tampa Prep, creating individualized donor solicitation strategies that incorporate Annual Fund support, capital commitments, Gala and Golf sponsorships, and/or special projects
- Provide assistance to the board and other volunteer solicitors such as tracking moves, providing accurate lists and reports, and writing donor letters and communications
- As needed, attend and assist with presentations and reports for the Board of Trustees and/or Board sub-committees
- Manage systems and software to track and cultivate donors and prospects, including our donor database and wealth screening tools

Alumni Engagement and Giving

- Lead the charge to increase alumni giving to the school by implementing an alumni engagement and solicitation program that includes reunion giving, affinity groups, leadership giving clubs, networking opportunities, and more
- Work to set goals and strategies for increased alumni data collection

Annual Fund

- Work with the Director of Development and the Director of the Annual Fund to create and coordinate integrated solicitation strategies to targeted audiences to increase dollars raised as well as overall participation in the Fund.

Required Skills and Qualifications:

- Bachelor's degree and a minimum of five (5) years of professional and progressive experience in development including annual giving, alumni relations, and campaign work
- Demonstrated ability to secure individual and major gifts and meet fundraising and programmatic objectives
- Strategic thinking abilities as well as both a donor-centric and goal-oriented approach
- Solid work ethic and a tremendous amount of initiative, drive, and determination, and the ability to work both independently and in a team environment
- Outstanding interpersonal skills and a highly collaborative approach both internally and externally
- Exceptional organizational and time management skills including the ability to prioritize and manage multiple complex projects at once
- Ability to focus on both the big picture as well as the details, including preparation and follow-through
- Comfortable with technology, including donor databases, prospect research tools, Google Drive, social media, email marketing tools, etc. and a strong facility with data
- Excellent written and verbal communications skills that compel individuals to take action
- Ability to work weekends and evenings and travel, as needed
- An appreciation and passion for innovative middle and high school education

Information for Applicants:

- This is a full-time, benefit eligible position and offers a motivated fundraiser the opportunity to build a strong development program and to support a unique and vibrant institution in the heart of downtown Tampa.
- For consideration, please forward cover letter and resume to Kimberly Baggett, Director of Human Resources at employment@tampaprep.org.

Equal Employment Opportunity

Tampa Prep is an inclusive and open-minded environment that does not discriminate according to race, color, national origin, religion, gender, sexual orientation, gender identity or matters of individual

choice. Tampa Prep does not engage in personnel practices prohibited by Federal law. This policy extends to all activities and aspects of the school and specifically to the practices of faculty and staff hiring and management, in student admissions, student evaluation, discipline and student life.