

Montclair Kimberley Academy
Development Department
Giving Coordinator

JOB SUMMARY:

The Giving Coordinator is a key member of Montclair Kimberley Academy's Development Department, working directly with the Director of Annual Giving in the implementation of a comprehensive annual giving plan. S/he will assist in managing a matrix of communication and solicitation strategies including email, direct mail, phone calls, personal visits, and volunteer engagement. This is a 12-month exempt position with appropriate vacation periods, as outlined in the personnel policies handbook.

REPORTS TO: Director of Annual Giving

RESPONSIBILITIES INCLUDE:

- Assist the Director of Annual Giving in the execution of the annual giving program, including but not limited to segmenting, soliciting, cultivating, and stewarding annual giving prospects and donors.
- Manage direct mail projects to segmented constituency groups.
- Manage the execution of email, social and phone-a-thon solicitation efforts.
- Support all donor cultivation and stewardship projects and events.
- Manage volunteer annual giving fundraising groups including parents, students, alumni, and grandparents and ensure that all call reports, notes, and evidence of donor interactions are accurately recorded in the database.
- Provide support in the development of reports and data analysis related to the school's annual giving goals.
- Provides administrative support to the Parents' Association of Montclair Kimberley Academy (PAMKA).
- Anticipate project needs, discern work priorities, and meet deadlines with little supervision, and be willing to travel and work occasional evenings and weekends.
- Serve as an ambassador of MKA's fundraising effort, demonstrating high personal and professional integrity and promoting open, positive, collaboration across all MKA departments.
- Work collaboratively within the Development Office to ensure seamless identification, qualification, cultivation, solicitation, and stewardship of major donors and prospects. Promote a strong culture of philanthropy across departments.
- Assume other duties as assigned.

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QUALIFICATIONS:

- Three to five years development experience
- Excellent time management and organizational skills, and ability to work independently and manage multiple projects simultaneously
- Strong verbal and written communication skills, self-confidence, and a sense of humor
- Advanced computer skills, including Microsoft Office, Raiser's Edge, and web-based applications
- Knowledge of independent school culture
- Bachelor's degree required
- Availability to work evenings and weekends

Interested candidates should submit a resume and cover letter to jbaratta@mka.org