



## PALM BEACH DAY ACADEMY

### **Associate Director of Philanthropy: Coordinator of Events & Alumni Engagement**

The Associate Director will work closely daily with Palm Beach Day Academy's Director of Philanthropy and Head of School and will interface regularly with its Board of Trustees and other internal leadership and key volunteers. The Associate Director will assist in fostering and maximizing a culture of philanthropy and philanthropic investments to Palm Beach Day Academy -- focusing primarily on the oversight of annual events and programs and initiatives related to successfully engaging alumni.

#### **Primary Responsibilities of the Associate Director (not limited to the following):**

- Develop and implement programs and projects to promote alumni relations, with a goal of creating and maintaining stronger relationships with alumni.
- Lead plans for and execution of all annual events, including those that will raise funds as well as those centered around stewardship of grandparents, parents and families.
  - Goals will be considered and determined as applicable and presented to leadership. Event activity is to be well-tracked in the development office database for ease of generating reports and tracking contributions.
- Identifies, cultivates and stewards volunteers (in addition to alumni volunteers) whose involvement with the school and development office furthers the community-oriented mission.
  - This includes event-focused sub-committees of the Board and/or events advisory committee.
- Serve as the school's lead in facilitating opportunities for alumni and other professionals within the community to speak to students and help faculty leadership develop programs that allow for professional alumni engagement.
- Build and manage a small portfolio of prospects and donors to solicit individually (alumni, current families and community members may all be included).
- Plan alumni reunions and/or identify class agents among class years with whom to work creatively on ideas for further class engagement.
- Support the Director of Philanthropy as needed in annual fund appeal tasks, generating an annual development calendar, inputting information into the database or pulling reports from it, and preparing documents for the leadership.
- Work with the Director of Philanthropy and Marketing staff on production of all major development publications, focusing on language to use in social media, website, and broad-based messaging that will target alumni and/or promote philanthropy.
- Attend prospect moves management sessions with the Director of Philanthropy, Head of School and internal leadership, board or committee members, and other key volunteers to strategize on solicitations.
- Support the advancement office with submitting grant applications when possible to foundations and corporations in alignment with strategic priorities and/or annual or campaign requests.

**Requirements - Successful candidates must meet the following criteria:**

- Bachelor's Degree
- 3+ years of experience in fundraising/fund development, public relations, leadership in the nonprofit sector, or in sales; combination of education and experience considered.
- Documented experience interfacing with multiple constituencies.
- Appeal and social media writing experience preferred.
- Strong oral, written and interpersonal skills. A comfort level with in-person and/or virtual engagement is required.
- Computer skills to include Microsoft Office, Microsoft Publisher, Microsoft Excel and other windows-based software; experience with fundraising-specific software preferred.
- Flexibility. Willingness to work both independently and as a team.

This position is salaried/exempt/12 months and includes off business hours (occasional evenings/weekends) as events dictate. Full health/medical/retirement/paid vacation benefits are available.

To apply, please submit a cover letter and resume to Meghan Monteiro, Director of Philanthropy at [mmonteiro@pbd.org](mailto:mmonteiro@pbd.org).