



## **Austin Preparatory School Director of Annual Giving Job Description**

The Director of Annual Giving reports to the Director of Development and is responsible for the strategic execution and management of a comprehensive annual giving program, including the coordination and oversight of supporting initiatives in the areas of development and donor relations. The Director of Annual Giving provides strategic direction and long-range/short-range planning for all these areas in the context of growing the annual giving program while supporting the greater development and campaign goals of the school.

### **Responsibilities include, but may not be limited to the following:**

- Support the School and its leadership in advancing the mission of Austin Prep and safeguarding the School's Roman Catholic identity and Augustinian heritage.
- Design strategic and tactical plans, including solicitation letters and pieces, for achieving these goals in collaboration with the Director of Development.
- Create effective communication and solicitation activities within specific market segments identified as having potential for the greatest growth.
- Maintain high visibility in the School community, attending a variety of student, parent, admissions, and alumni events.
- Oversee all annual giving and donor relations programs including faculty/staff campaigns, parent class agent program, senior gift and other solicitation activities.
- Supervise data entry, report writing and generation, gift processing, donor stewardship, and all additional aspects of the School's constituent relations software.
- Collaborate in the formulation and execution of solicitations supporting annual giving.
- Manage a prospect pool with annual goals for personal visits and giving outcomes.
- Create, develop and execute a highly effective and sustainable volunteer component within annual giving.
- Work effectively with leadership to gain strong participation in annual giving and build strategies for moving donors to higher giving levels.
- Identify corporate and foundation funding opportunities and help draft grant applications.
- Pursue professional development opportunities to implement best practices in alignment with the School's pace of change and growth.
- Perform other duties as assigned by the Head of School.

**The successful candidate should possess the following collection of skills, experience, and education:**

- Must be an independent and strategic thinker capable of understanding the full scope of an annual fund campaign while seeing individual tasks through to completion.
- Must be able to manage several tasks simultaneously, possessing an ability to prioritize multiple tasks and manage deadlines effectively.
- High level of integrity and extraordinary work ethic
- Ability to build meaningful relationship with individuals for purposes of cultivation, solicitation and stewardship of gifts to the School.
- Ability to work creatively to match donor interests with the School's priorities
- Proven leadership and interpersonal skills and ability to work collaboratively throughout the School community to move projects forward
- Exceptional interpersonal skills, and ability to speak and write persuasively
- 5 – 7 years of successful direct fundraising experience, event planning, and account management, preferably in an academic setting
- BA/BS degree required