Eagle Hill School
LEARNING. TRANSFORMED.

Eagle Hill School, a life-changing experience, offers children who learn differently the opportunity to grow into capable, resilient students with the self-confidence and character necessary to meet the challenges they will face beyond Eagle Hill.

Job Title: Annual Fund Manager **FLSA Classification:** Exempt

Duration: 12 Month contract annually renewable. **Employment Category:** Full Time, staff

Purpose: Under the guidance of the Director of Development & Marketing, this person is responsible for creating a successful annual giving campaign, meeting an annual fundraising goal. They will manage all aspects of the campaign including: identifying and soliciting donors, maintaining the database (Veracross), and creating digital and print solicitation materials.

Reports to: Director of Development & Marketing **Salary Range**: $60,000–70,000 DOE

Key Responsibilities:

- Manages all aspects of the annual giving process throughout the year. This includes planning the strategy/theme, direct mail/digital/phonathon solicitations, and identifying prospective donors.
- Researches and screens donors, papers detailed reports for the Development Team.
- Ensures donor stewardship by cultivating giving opportunities, identifying ways of donor recognition, setting individual giving goals for donors, and managing a portfolio of current donors.
- Leads one-on-one solicitations with donors, including senior managers when appropriate.
- Collects and inputs giving data on all faculty, staff, parents, alumni parents, friends and other current and potential donors into the Veracross database as needed, ensuring timely updating of all data when necessary.
- Prepares weekly, monthly, and annual reports on fundraising activity
- Contributes to the overall success of the department and the school through a team approach.
- Other duties as assigned.

Expected Credentials:

- Minimum two years of direct experience with fundraising, especially individual solicitation, is required. Experience in education is preferred.
- Experience with marketing techniques including segmentation, direct mail, email, social media, events, and personal solicitation.
- Proficiency with Microsoft Office Suite is essential. Knowledge of Veracross a plus. Strong database experience and technical aptitude strongly preferred.
- Experience in analyzing and interpreting data to drive donor strategies, along with the ability to conceptualize, develop, implement, and assess strategic development activities.
- Strong interpersonal skills and a high level of comfort with direct donor interaction/cold calls.
- Bachelor's degree required.
- Ability to handle a wide variety of projects and ability to work independently and with a team
- Must be willing to work early mornings, occasional nights and weekends (as needed) in support of events and efforts supported or sponsored by the Development Office