



HEWITT

Job Title: Associate Director of Annual Giving

Department: Advancement

FLSA Status: Exempt

The Hewitt School - New York, NY

ABOUT HEWITT

Established in 1920 and located in New York City, The Hewitt School is an independent K-12 girls' school whose mission is to inspire girls and young women to become game changers and ethical leaders who forge an equitable, sustainable, and joyous future. Hewitt empowers and expects our community members to embrace multiple points of view, to engage others with empathy and integrity, and to champion equity and justice in all areas of our lives. As a community, Hewitt is fully committed to a culturally diverse faculty, staff, and student body.

POSITION SUMMARY

The Hewitt School seeks an associate director of annual giving who will work in the advancement office. The associate director of annual giving is responsible for creating and implementing the strategic plan for Hewitt's annual fund, a yearly campaign that raises over \$1.5 million annually and provides unrestricted funds to support the school's highest priorities, with the goal of increasing both dollars raised and participation year-over-year while remaining committed to equitable and inclusive fundraising practices.

The advancement office is a flexible working model where employees work partially at our 45 East 75th Street campus and partially remotely. Members of the advancement team must have the ability and availability to work in-person at early morning and evening events.

Reporting to the director of major gifts and planned giving, the associate director of annual giving is a key member of the advancement team.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Creates, develops, and executes a highly effective annual giving campaign to realize annual fund goals each year
- Analyzes and advances annual giving programs by building strategies to increase engagement and participation
- Oversees gift processing, data analysis, and reporting in collaboration with the business office for reconciliation protocols and audit procedures
- In partnership with advancement colleagues and academic staff, identifies and recruits annual fund co-chairs and volunteers from various constituencies each year

- Manages and maintains a corp of volunteers for the annual fund through active updates, training, and stewardship
- Determines proposed goals for individual annual fund donors which entails working directly with the director of major gifts and planned giving to identify major gift prospects capable of strong participation in annual and capital giving, and building strategies to move these donors to higher giving levels each year
- Oversees annual fund programs from the following constituencies: parents and guardians, alumnae, alumnae parents, faculty and staff, grandparents and special friends
- Collaborates with the director of alumnae relations to coordinate alumnae annual giving
- Collaborates with the associate director of events to develop and implement strategic volunteer and stewardship event programming
- Facilitates annual fund donor stewardship and receipting
- Coordinates a comprehensive annual fund marketing plan and calendar of solicitations; work in partnership with members of the advancement team to coordinate timing of solicitation strategies
- Provides regular progress reports
- Collaborates and works closely with advancement team colleagues to help meet the goals and overall objectives of the advancement office
- Fosters a sense of pride and culture of giving back by promoting transparency and building trust with all members of the Hewitt community
- Keeps abreast of industry standards and trends and implements practices to build an inclusive community
- Initiates bold steps to make our fundraising, volunteering, and alumnae programs more reflective of Hewitt's mission, vision, and values

QUALIFICATIONS REQUIRED

- Bachelor's degree
- Ability to handle multiple priorities simultaneously
- Experience with data entry, gift processing, and donor stewardship best practices
- Excellent organizational, technological, and follow-up skills
- High intrinsic motivation and capacity for work, strong interpersonal skills, discretion, flexibility, proactivity, ability to prioritize, sterling independent judgment, and a sense of humor
- Ability to work independently and in a team environment that values collaboration and partnership
- Strong understanding of diversity, equity, and inclusivity (DEI) best practices as applied to fundraising activities and proactively engaging with DEI training
- Expertise (i.e. full competency and extensive experience) with Google Suite (Gmail, Google Docs, Google Sheets, Google Slides)
- Proficient in Raisers' Edge, Veracross, Salesforce, or similar fundraising software programs

QUALIFICATIONS DESIRED

- Proficient with Mac platforms; comfortable with technology or demonstrated ability to learn quickly
- Proven dedication to professional growth and purpose-driven practice

TO APPLY: Please submit a resumé, cover letter, and examples of previous relevant work to employment@hewittschool.org. Cover letters should reflect a careful reading of The Hewitt School's website, including the School's academic philosophy. Please reference the job title in the subject line of your email. No phone calls, please. Recruitment will remain open until the position is filled; applicants should apply as soon as possible for consideration.

IMPORTANT INFORMATION

The Hewitt School is an Equal Opportunity Employer. It has been and will continue to be a fundamental policy of the School not to discriminate on the basis of any category prohibited by applicable federal, New York State and/or New York City laws/regulations. This policy applies to all aspects of the employment process, including hiring, promotion, demotion, compensation/benefits, performance evaluations, disciplinary actions, training, working conditions, layoff, and termination.