

# LINCOLN SCHOOL

## P R O V I D E N C E

### Director of Annual Giving

#### The Opportunity

Lincoln School seeks a Director of Annual Giving with broad annual giving experience to join a dynamic team at an exciting time in the life of the school. This full-time (12-month), in-person position will play a prominent role in securing philanthropic support for Lincoln's strategic priorities and mission. Lincoln School values a diverse faculty and staff and seeks applications from individuals who share our commitment to educating girls to fearlessly embrace the opportunities and responsibilities of full citizenship in a complex world.

#### About You

You like to create new donor program initiatives that connect the importance of historical data, research, and systems to improve giving outcomes with key constituents. You are comfortable working with donors and volunteers and use your strong communication and diplomacy skills to build and sustain these relationships resulting in successful solicitations. You are highly productive and are not easily overwhelmed by volume. You enjoy collaborating to enhance your ideas and execute them well.

A results-oriented professional, you have proven yourself as someone who can take on increased responsibility, collaborate with others, and tackle competing priorities with integrity, humor, and sound judgment. You demonstrate concern for others, share your ideas confidently and respectfully, and approach your work with cheerful persistence. You understand the importance of best practices in annual giving fundraising and will embrace change and creative solutions to meet the unique needs of the Lincoln community.

#### Responsibilities

The ideal candidate will be an experienced fundraising professional and project manager who will have a primary focus on the Lincoln Fund, supported by donors generally giving under \$5,000 annually. This position is focused on engaging and soliciting gifts from small and mid-level donors, moving viable donors up to higher giving levels, and managing broad mass-market donor outreach. The Director of Annual Giving works with the Advancement team to develop strategies and implement tactics that increase the donor base and grow philanthropic support for Lincoln.

- Executes initiatives to encourage new donors to support Lincoln and existing donors to renew or increase.
- Develops and implements strategy for direct mail and electronic fundraising, donor-level communications, and cultivation efforts, including events and donor stewardship.
- Collaborate successfully with the Advancement team and outside vendors on appeal writing, donor communications, and direct mail production.
- Manages a detailed schedule of Lincoln Fund direct marketing activities and ensures the appropriate review of copy and mailing list selection.
- Lead the efforts around Senior Parent Gift Fundraising and manage the Lincoln Giving Day Campaign.
- Create the strategic vision and plan and assist in the implementation of annual donor receptions and events.

- Ensure data integrity through the use of best practices for the review of gift entries and gift acknowledgments for accuracy.
- Periodic travel will be required to support the mission and community of the Lincoln School.
- The Advancement Team enthusiastically accepts other duties, as well as learning opportunities, as needed and assigned. Attendance at night and weekend Advancement events is required as a member of the team.

### **Qualifications**

- Bachelor's degree required
- Minimum of four (4) years demonstrated success in annual giving, including success in closing gifts.
- Experience in an educational setting is preferred.

### **About Lincoln School**

Founded in 1884, Lincoln operates at the intersection of tradition and innovation. As the nation's only independent school for girls based on Quaker values, we offer a unique experience for Kindergarten through Grade 12. What's more, we run a coed program from six weeks through Pre- Kindergarten.

At Lincoln, girls come first. At Lincoln, girls hold all the leadership positions. Through its size and mission—with a dynamic, challenging and innovative academic program, the School prepares girls to build their confidence; through successes, and through trial and error, through discovery, through laughter, and with joy. Girls practice speaking up and out, tapping into strengths even they may not know they had.

### **How to Apply**

*Interested candidates should send a resume, cover letter, and a list of 3-5 references to Julie Stafford, Human Resources Manager at [jstafford@lincolnschool.org](mailto:jstafford@lincolnschool.org). Lincoln School is committed to building an equitable and inclusive educational community. Applicants are requested to address in their cover letter how they will work with us to further this goal.*

For more information on Lincoln School, visit our website at [www.lincolnschool.org](http://www.lincolnschool.org).

*Lincoln School is an Equal Opportunity/Affirmative Action Employer. Members of groups historically underrepresented in independent schools are strongly encouraged to apply.*