



Position Title: Assistant Director of the SCH Fund
Position Status: Full-time
FLSA Classification: Exempt
Reports To: Director of SCH Fund

Position Purpose:

The Assistant Director of the SCH Fund is responsible for assisting in growing and maintaining an effective annual giving program at SCH Academy. The Assistant Director will administer and manage reunion giving, volunteer engagement strategies, and work closely with the Director of the SCH Fund and other staff to develop fundraising strategies, identify prospective annual fund donors, and integrate alumni initiatives.

Essential Functions:

- Manages and prioritizes all tasks associated with annual giving work including, but not limited to writing successful and compelling appeals and proposals; utilizing print and digital strategies to support fundraising efforts; volunteer recruitment and management; donor/client prospecting and identification; making personal solicitations; and experience using CRM systems.
- Identifies, recruits, trains, motivates, and manages alumni volunteers to execute successful peer-to-peer asks in reunion classes.
- Responds to volunteer requests, coordinates conference calls, helps with agendas for meetings, keeps records of volunteer progress, and maintains consistent contact with alumni and parent volunteers.
- Supports the efforts around SCH Day, Giving Tuesday, and Alumni Reunion Giving.
- With the Director of the SCH Fund and leadership volunteers, develops and implements a plan to achieve dollar and participation goals.
- Identifies, cultivates and stewards upcoming reunion fundraising volunteers, parent volunteers and affinity group fundraising volunteers to leverage engagement into donor participation.
- Other duties as assigned by the Director of the SCH Fund or her designate.

Qualifications:

- Bachelor's degree or equivalent required.
- Non-profit fundraising experience preferred or transferable professional experience.
- Ability to use and analyze data to drive decision making.
- Exceptional interpersonal skills with attention to customer service.
- Excellent written and verbal communication skills.
- Skills necessary to effectively use a variety of programs and software, including database programs and design software.
- Demonstrated curiosity, creativity, analytical thinking, and problem-solving skills.
- Ability to work independently, take initiative, and adapt to changing situations appropriately.
- Ability to maintain a high level of confidentiality.
- Demonstrates a desire and willingness to constantly grow and learn, both personally and professionally, and sees others – especially students – as having the ability to learn and reach success.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.
- Proficiency in Word, Excel, and the Google Suite.

Physical Requirements and Work Environment:

- Lifting and carrying objects up to 30 lbs.
- Regularly use close and distance vision.
- Ability to move around in an office and other spaces on campus.
- A moderate noise level in the work environment.
- Work in a traditional climate-controlled classroom environment with moderate noise level.

Application Procedure

Interested candidates, please **e-mail** a cover letter, resume, and contact information for three references to careers@sch.org.

Springside Chestnut Hill Academy is an Equal Opportunity Employer.