



INCARNATE WORD ACADEMY

Title: Annual Fund Coordinator
Supervisor: Director of Advancement
FLSA: Exempt
Salary: \$50,000 - \$55,000

The Annual Fund Coordinator develops, coordinates and implements the annual giving program, working to increase participation and financial support for Incarnate Word Academy (IWA). The position directly interfaces with volunteers and their activities while overseeing and managing Annual Fund goals, timelines and budgets. The Coordinator works collaboratively with the Advancement Director, President of the Academy, and faculty and staff, to secure and manage the Annual Fund campaign and volunteer participation.

Hours: 8:30 a.m. - 5 p.m. Monday to Friday, with occasional evening and weekend work as needed.

Mission and Values

- Models the mission, values and spirituality of the Academy and the Sisters of the Incarnate Word and Blessed Sacrament.
- Serves as a positive representative of IWA within the broader community.
- Participates fully in the life and activities of the IWA community.
- Serves all IWA families with compassion and respect.

Essential Duties and Responsibilities

- Implements short-term and long-term goals, objectives and strategies to establish a financially effective Annual Fund.
- Develops long-term goals/strategies to engage all constituencies (current parents, past parents, board members, alumnae, faculty/staff and friends) of the Academy in support of the school's Annual Fund fundraising and engagement efforts.
- Builds a structure to increase giving by classification.
- Develops effective solicitation letters.
- Researches and implements best practices to solicit gifts.
- Uses direct mail, email and social media to solicit contributions to the Annual Fund.
- Develops an effective Annual Fund Committee to assist in creating, implementing and monitoring Annual Fund goals to reach financial success.
- Collaborates with Admissions to identify parents with financial capacity and develops a plan to engage them.
- Tracks Annual Fund gift acquisition and renewals.
- Works with the database coordinator to maintain all records in the Raisers' Edge database.
- Assists with cultivation opportunities for prospects and donors.

- Analyzes giving patterns for each target constituency to inform strategies.
- Prepares content for email blasts, website, collateral and phone scripts related to the Annual Fund.
- Collaborates with the Marketing and Communications Department to provide campaign materials necessary to increase gifts to the Annual Fund among target constituencies.
- Manages timely acknowledgement of donor gifts to the Annual Fund.

Other duties

- Assists Advancement team with special events as needed.
- Other duties as assigned by the Director of Advancement.

Qualifications:

- A 4-year degree from a college or university or an equivalent in-depth training program directly related to volunteer management, liberal arts or communications.
- At least 2 to 3 years of related job experience, including annual giving campaigns.
- History of soliciting and acquiring gifts, preferably in an academic setting.
- Demonstrated ability to write a professional piece.
- Knowledge of fund development principles.
- Familiarity with databases, preferably Raisers' Edge.
- Excellent interpersonal skills and outstanding verbal and written communication skills.
- A capacity to oversee multiple projects concurrently.
- Strong word processing, desktop publishing and spreadsheet experience.

How to Apply: 1. Email resume and cover letter (with salary requirements) to krizzo@incarnateword.org. 2. Type "Annual Fund Coordinator " as the only content in the subject line of your email.