



## **Austin Preparatory School Director of Annual Giving Job Description**

The Director of Annual Giving reports to the Director of Development and is responsible for the strategic execution and management of a comprehensive annual giving program, including the coordination and oversight of supporting initiatives in the areas of development. The Director of Annual Giving provides strategic direction and long-range/short-range planning for all these areas in the context of growing the annual giving program while supporting the school's more significant development and campaign goals. The Director of Annual Giving is a team player who believes in a donor-centric culture of philanthropy.

### **Responsibilities include, but may not be limited to, the following:**

1. Support the School and its leadership in advancing the mission of Austin Prep and safeguarding the School's Roman Catholic identity and Augustinian heritage.
2. Design and implement a multi-modal, multi-channel annual fund strategy through a minimum of direct mail and digital fundraising.
3. Develop a moves management strategy for the Austin Prep Fund.
4. Support the Director of Development with all giving societies' cultivation and stewardship efforts.
5. Develop, manage, and execute campus digital giving days.
6. Create effective communication and solicitation activities within specific market segments with growth potential.
7. Oversee all donor relations programs, including faculty/staff campaigns, parent class agent programs, senior gifts, and other solicitation activities.
8. Support and execute data entry, report writing and generation, gift processing (as needed), donor stewardship, and other aspects of the School's constituent relations software Veracross to support fundraising efforts.
9. Manage a small to mid-size portfolio utilizing moves management. The size of the portfolio, fundraising goal, and additional outcomes will be determined annually.
10. Collaboratively work with volunteers to support annual giving efforts.
11. Work effectively with the Director of Development to gain strong participation in annual giving and build strategies for moving donors to higher giving levels.
12. Identify corporate and foundation funding opportunities and help draft grant applications.

13. Pursue professional development opportunities to implement best practices in alignment with the School's pace of change and growth.
14. Maintain high visibility in the School community, attending a variety of student, parent, admissions, and alum events.
15. Perform other duties as assigned by the Head of School or designee.

**The successful candidate should possess the following collection of skills, experience, and education:**

- Must be an independent and strategic thinker capable of understanding the full scope of an annual fund campaign while seeing individual tasks through to completion.
- Must be able to manage several tasks simultaneously, possessing an ability to prioritize multiple tasks and manage deadlines effectively.
- High level of integrity and extraordinary work ethic.
- Strong storyteller/communicator both in print and in person.
- Experience with designing materials for print and digital.
- Ability to build meaningful relationships with individuals for purposes of cultivation, solicitation, and stewardship of gifts to the School.
- Ability to work creatively to match donor interests with the School's priorities.
- Proven leadership and interpersonal skills and ability to work collaboratively throughout the School community to move projects forward.
- Exceptional interpersonal skills and ability to speak and write persuasively.
- 7-10 years of successful direct fundraising experience, event planning, and account management, preferably in an academic setting.
- Minimum of BA/BS required.

**Please send cover letter, resume and three references to this address:**

annualfunddir@austinprep.org      No phone inquiries please.

**Please see our website for more information.**

<https://www.austinprep.org/about-us/careers-at-austin>