

ASSOCIATE DIRECTOR OF ADVANCEMENT

The Role

The Associate Director of Advancement works closely with the Director of Advancement in the day-to-day management of the Advancement team. About half of the Associate Director's time is spent overseeing, mentoring, and providing strategic guidance to members of the Advancement team in their respective roles. Additionally, the Associate Director will be a strategic thought-partner to the Director of Advancement and will assist with the setting of fundraising strategies and with the monitoring of performance metrics.

The Associate Director will also be tasked with identifying, qualifying, soliciting, and stewarding major gifts (\$100,000+) while building the donor pipeline necessary to advance Flintridge Prep's strategic priorities. The Associate Director of Advancement will manage a portfolio of prospects and achieve annual performance metrics based on the portfolio. They should be comfortable with building relationships with donors and in making personalized solicitations. The Associate Director will work closely with the Director of Advancement, the Prospect Researcher, and the rest of the Advancement team to develop impactful cultivation and stewardship strategies and solicitation materials for major gifts.

Additionally, the Associate Director is expected to help build a culture of philanthropy at Flintridge Prep, to have a strong commitment to Flintridge Prep and the Advancement team's missions, and to collaborate with Advancement team members to achieve the goals of the team. They are a key member of the Advancement team and report directly to the Director of Advancement.

Major Functions and Responsibilities

Leadership and Internal Team Collaboration:

- In conjunction with the Director of Advancement and Director of Annual giving, develop and execute a comprehensive annual fund plan with specific goals, benchmarks and a comprehensive timeline that successfully engages Flintridge Prep's diverse donor base and that results in year over year growth in excess of 5% every year.
- Partner with the Advancement Team, develop target ask amounts for alumni, parents, and parents of alumni. Each constituent will need to be

effectively segmented to maximize results. Current and planned gifts should be included in these targeted asks.

- In conjunction with the Head of School and Director of Advancement, assist with the identification of potential trustee candidates and develop a solid solicitation strategy for current and past trustees.
- Collaborate with the Director of Alumni Engagement, assist with identification cultivation, and recruitment of potential Flintridge Prep Alumni Network board members.
- In partnership with the Database and Prospect Research Manager and Director of Advancement, develop a solid prospect pipeline for the Advancement Team with targeted annual fund and major gift asks.

Strategic Planning:

- Assist with the development of a cohesive fundraising appeals and case statements for various fundraising initiatives, including annual fund appeal themes and/or comprehensive campaign themes.
- Partner with the Director of Advancement to develop the overall fundraising strategy for major capital and endowment funding initiatives.

Marketing and Communications:

- Collaborate with the Communications team to write, design, and create multi-channel, segmented appeal materials, which include direct mail and email appeals, annual reports, social media posts, videos, text giving, digital ads, web content, etc.
- Collaborate with the Director of Advancement and the Communications team on campaign marketing strategies and timelines.

Donor Cultivation and Stewardship:

- Successfully cultivate, solicit, and steward a portfolio of prospects researched with major gift capacity of \$50k-\$250k.
- Participate in prospecting meetings to assist frontline fundraisers in identifying and qualifying annual fund prospects that are ready to be elevated to major gifts fundraising (\$100,000+).
- Routinely conduct on campus and off campus meetings with key prospects.

- Utilize Raiser's Edge to track visits, produce contact notes, and conduct appropriate constituent follow-up.

Collaboration:

- Collaborate with the Volunteer Engagement Manager in the planning and execution of the bi-annual Benefit, specifically focusing on fundraising and sponsorships.
- Coordinate the gift entry and acknowledgment process with the Database and Prospect Manager to ensure timely recognition of gifts.

Data Analysis, Metrics, and Reporting:

- Use data, including giving history and capacity ratings, to develop targeted tasks that assist in growing and upgrading donor giving year over year.
- Periodically assess the effectiveness of the annual appeal plan by measuring and evaluating key metrics, including dollars raised, total number of donors, new donors, donor retention percentages, gift upgrades and downgrades, and participation rates. Leverage metrics data to adjust future strategy and messaging.
- Provide periodic annual fund updates to the Advancement team and to school leadership and stay current with peer school best practices and industry trends.

Skills and Qualifications

- 5+ years of experience in management and in major gift fundraising with expertise in moves management. Experience or familiarity with independent schools a plus.
- Demonstrated success in personally cultivating, soliciting, and stewarding gifts at major gift levels. Experience with planned giving is a plus.
- High energy and enthusiasm to authentically promote Flintridge Prep and serve as its ambassador to a wide donor community.
- Dynamic interpersonal skills, with a collaborative yet clear and decisive leadership style. Ability to balance working independently and collaboratively with colleagues while interacting effectively and professionally with all members of the school community.
- Active and genuine listener with excellent verbal and written communication skills.



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- Motivated self-starter, strategic thinker, with agility and initiative. Demonstrated patience and persistence, with an eagerness to set ambitious, challenging, and tangible goals and a drive to achieve them.
- Ability to work with confidential information with discretion and high ethical standards.
- Strong organizational skills for multi-tasking and prioritizing responsibilities to manage competing deadlines.
- Solid working knowledge of Microsoft Office Suite (Word, Excel, OneNote, Power Point), Zoom, web tools, and experience with Raiser's Edge preferred.
- Must have the ability and flexibility to travel on behalf of the institution and work occasional evenings and weekends, as required.
- Bachelor's Degree required.
- Dual English/Mandarin speaker preferred.

Salary & Benefits

This position is full-time, onsite, and year-round with a salary of \$125,000 to \$140,000, depending on skills and experience.

To Apply

Candidates are invited to submit a letter of interest and resume via email to:

Jamie Kidwell
Director of Human Resources
Flintridge Preparatory
School
prephr@flintridgeprep.org

Applicants will be considered for positions without regard to their actual or perceived race, religious creed (including religious dress or grooming practices), color, national origin or ancestry (including native language spoken), physical or mental disability (including HIV or AIDS), medical condition (including cancer or genetic characteristics), genetic information, marital status (including registered domestic partnership status), sex (including pregnancy, childbirth, lactation and related medical conditions), gender (including gender identity and expression), parental status, age (forty (40) and over), sexual orientation, Civil Air Patrol status, military and veteran status, citizenship, immigration status or any other consideration protected by federal, state or local law.