Shorecrest Advancement Office
Associate Director of Advancement, Giving Programs
12-month Position, start date July 1, 2024.

Shorecrest Preparatory School seeks a dynamic, lead fundraiser, strategic partner and community connector to lead and grow our giving programs for major and annual giving as Associate Director of Advancement, Giving Programs. The successful candidate will have exceptional communication and interpersonal skills to communicate the comprehensive case for restricted and unrestricted giving to support our people, programs, and facilities.

The Associate Director reports directly to the Director of Advancement and maintains open channels with CFO/COO and Head of School. The Associate Director, Giving Programs should be a seasoned team-player with a warm collaborative nature, positive energy, and thrives meeting and engaging people everyday. The successful candidate will be an accomplished, energetic fundraiser, who understands the importance of donor engagement, personal solicitations, and most important, stewardship.

Essential Functions:

- Lead fundraiser for Shorecrest Fund and associated giving programs.
- Cultivates successful solicitations for annual giving and restricted giving programs.
- Manages an extensive portfolio of annual leadership and major donors.
- Partners on all Annual and Campaign strategies.
- Fosters relationships among various constituencies to increase engagement and philanthropic participation.
- Works closely and positively with volunteers, faculty and the wider St. Petersburg.
- Establishes annual fundraising goals for the Shorecrest Fund with the Director of Advancement and CFO, and then fundraises to that goal by the end of each fiscal year.
- Develops and implements a strategic annual and multi-year comprehensive fundraising plans in collaboration with the Director of Advancement.
- Manages stewardship matrix for all annual giving, endowed and signature programs.
- Creates and designs all Shorecrest Fund giving appeals and partners with the business office, marketing & communications, and/or other departments as needed.
- Conceptualizes and coordinates all internal and external communications regarding the Shorecrest Fund and other giving programs.
- Recruits, supports, trains, and coordinates a team of advancement volunteers in peer-to-peer giving and advocacy for the Shorecrest Fund.
Partners with Stewardship Specialist to fully create and self-utilize repeatable and standardized queries, lists, research, and notes in BlackBaud Raiser's Edge about the Shorecrest Fund and restricted giving.

Partners with the Advancement Team, Events and Facilities in leading Community, Stewardship, and Fundraising events for Shorecrest, as needed by role.

Keeps abreast of current best practices in the fundraising profession and evaluates new and emerging ideas for potential implementation, as approved by the Director of Advancement.

Other duties as assigned by the Director of Advancement.

Qualifications:

- Bachelor's Degree required, Masters Degree a plus.
- A minimum of 7-10 years of relevant experience in the nonprofit sector, preferably in the independent school environment.
- Communications, PR, Social Media, Alumni Relations or SPS Alumni a plus.
- Self-motivated with the ability to oversee multiple projects seamlessly and simultaneously, using time management skills.
- Ability to communicate effectively in various settings; Excellent oral and written communication skills. Experience with public speaking is a plus.
- Demonstrated ability to lead and manage volunteers.
- Strong interpersonal skills, attention to detail and follow-through while working in an ever-changing environment.
- Strict confidentiality of prospect and donor information.
- Proficiency using donor database software or other CRM programs; experience with Raiser's Edge and NXT preferred.
- Preference for candidates with experience utilizing GiveCampus, Hustle, OneCause, Paperless Post, Mailchimp, Canva, Social Media platforms, and Google Suite Applications.
- Strong computer and analytical skills.
- Adept at defining problems, collecting data, establishing facts, drawing valid conclusions, and implementing strategies for improvement.
- Ability to work basic office equipment and programs.
- Committed to inclusion, equity and the Shorecrest Mission.

Interested candidates should send a cover letter and resume to Michael Gillis, Director of Advancement, mgillis@shorecrest.org by May 1, 2024.
School Overview

Shorecrest Preparatory School is a non-sectarian, coeducational PK3-12 school educating a diverse community of 1050 students to become lifelong learners in the pursuit of personal and academic excellence, physical well-being, creative achievement, and the development of a commitment to social responsibility. Known for its student-centered approach to teaching and learning, Shorecrest intentionally positions itself as offering an academic program that embraces both innovative and traditional approaches to education in a nurturing environment.

As innovation permeates the Shorecrest curriculum, so do the tenets of diversity, equity, and inclusion as guiding principles for the school community and culture. Shorecrest strives to be a place of learning and community where differences are celebrated, where unique qualities are affirmed, and where each member of the community feels valued and respected.

St. Petersburg, Florida

A mid-sized city and part of the Tampa Bay metropolitan area of nearly three million residents, St. Petersburg is well-known for its pleasant weather and is often referred to by its nickname, "The Sunshine City," for its average of some 361 days of sunshine per year. With a vibrant arts and food scene, a diverse population, and excellent health care, St. Pete offers easy access across the causeway to Tampa and the Tampa International Airport, while being a more laid-back destination with a diverse, close-knit community and easy access to the area's beautiful beaches.

In just the past few years, the City of St. Petersburg has increasingly become a destination for visitors and new residents from around the country, frequently appearing high on lists and rankings for quality of life, population, economic growth, and more. Longtime residents and community members are quick to mention the role that Shorecrest has played in the city's growth and development.