Shorecrest Advancement Office
Associate Director, Giving Programs
12-month Position, start date August 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, 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 importantly, stewardship.

**Essential Functions:**

- Lead fundraiser for Shorecrest Fund and partner to the Director of Advancement on solicitations for all other associated giving programs.
- Fosters relationships among various constituencies to increase engagement and philanthropic participation within the Shorecrest Community.
- Manages an extensive portfolio, caretaking the annual engagement, solicitation and stewardship of annual and leadership donors.
- Works closely and positively with Shorecrest volunteers, faculty and the wider Tampa Bay area community.
- 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.
- Conceptualizes and manages all Shorecrest Fund giving appeals.
- Partners with the business office, marketing & communications, and/or other departments as needed.
- Recruits, supports, trains, and coordinates a team of Advancement volunteers in peer-to-peer giving and advocacy for the Shorecrest Fund.
- Analyzes annual giving data and prepares reports for the Advancement Committee and Board of Trustees, as needed.
- Partners with the Advancement Team, Events and Facilities for community and fundraising events.
- Other duties as assigned by the Director of Advancement.
Qualifications:

- Bachelor's Degree required, Masters Degree a plus.
- A minimum of 5 years of relevant experience in the nonprofit sector, preferably in the independent school environment.
- Communications, Marketing, Social Media, Alumni Relations or Shorecrest 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 Workspace.
- 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 July 19, 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.