



marin
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school

Title: Director of Annual Giving
Reports To: Asst. Head for Community Relations and Director of Development
Classification: Exempt-Full Time, July 1, 2026
Status: Professional Full-Year Staff

Marin Country Day School is an independent, K-8, co-educational school of approximately 600 students. Our mission is to create an inclusive community of learning that inspires curiosity, empathy, and action. Rooted in our values of respect, responsibility, and compassion, we are an intentional community where varied perspectives and life experiences are vital to our collective growth and the strength of our program

Our Academic & Community Programming: We model teaching excellence through student-centered, differentiated instruction framed around experiential and place-based education. Our 35-acre campus on the hillside of Ring Mountain serves as a living laboratory where students engage directly with environmental sustainability. Our academic program is purposefully scaffolded around three key skill areas—literacy, mathematics, and writing—partnered closely with the developmental milestones and social-emotional needs of our learners.

A Culture of Professional Learning: MCDS is devoted to cultivating an inspiring professional learning environment where adults are engaged in growth throughout the trajectory of their time here. We provide robust funding and time for professional development, encouraging practitioners to seek constant improvement as educators, team members, and community leaders.

The Opportunity:

Lead Marin Country Day School's Annual Giving Program as a strategic and community-centered advancement professional. This leadership role is responsible for independently designing, directing, and evaluating a comprehensive annual giving program that inspires broad participation and deepens donor engagement across the MCDS community. We seek a leader who can build authentic relationships with parents, alumni, and grandparents while crafting a program that ensures every supporter feels known and connected to our mission.

Key Responsibilities:

Develop and implement a comprehensive Annual Fund strategy that aligns with major gift efforts and capital and endowment campaigns. Exercise independent judgment in establishing goals for each constituent group—including parents, alumni, grandparents, and staff—while overseeing the creative direction and production of all solicitation materials. From drafting personalized communications and digital appeals to recruiting and partnering with parent/guardian volunteer ambassadors, you will lead all aspects of the Annual Fund to maximize both participation and philanthropic support.

This leadership role partners closely with the Assistant Head of Community Relations and the Director of Development, the Head of School, and members of the Board of Trustees to align annual fundraising priorities with the School's overarching financial goals. The Director exercises independent judgment to manage and strategically develop leadership annual fund donors, driving a sustainable culture of philanthropy grounded in community, belonging, and shared commitment.

To be successful in this role, the candidate must balance strong analytical acumen with strong relationship-building skills. We seek a leader who uses data to drive strategy and possesses the project management skills necessary to execute complex campaigns. Most importantly, you must be a skilled communicator, capable of engaging authentically with every member of the MCDS community to meet the financial and participation goals set alongside senior leadership

Primary Responsibilities:

- Design and execute a comprehensive Annual Fund strategy to increase donor retention, participation, and overall philanthropic support across all constituencies.
- Cultivate, solicit, and steward annual fund donors through personalized engagement.
- Utilize a disciplined moves management process to ensure high-touch prospects are consistently advancing toward increased levels of annual support and retention.
- Provide strategic direction and partner with parent/guardian volunteer leadership and committee, including messaging, training, gratitude, and reporting.
- Oversee the Faculty/Staff Fund, working with faculty and staff representatives to achieve maximum participation.
- Oversee Alumni Giving and partner with the Events and Alumni Relations Manager to develop tailored strategies and outreach approaches.
- Recruit and manage Grandparents Committee members, partnering with the Director of Development on strategic grandparent cultivation and work to involve them in the life of the School.
- Recruit and partner with volunteer leadership to manage annual fund volunteer solicitors and plan committee recognition to foster a sustainable culture of giving.
- Work closely with colleagues across departments to surface compelling stories that inspire philanthropy and reflect the school's mission.
- Produce all solicitation materials, including the design and messaging of brochures, digital appeals, and direct mail.
- Maintain and update Annual Giving website pages, partnering with the Director of Development and Director of Communications on the "Support MCDS" section.
- Leverage the school's CRM to implement and document moves management and inform strategic decision-making for future campaigns
- Maintain and produce materials for the annual fund committee and organize key kickoff events and orientation sessions.

All Development Team Members' Responsibilities:

- Conduct ongoing research to identify and qualify potential donors and volunteers in conjunction with annual giving and volunteer engagement initiatives.
- Serve on Board of Trustees Committees as assigned

- Contribute to Development Office activities, including goal setting, calendar planning, and donor relations.
Collaborate with the Director of Development on the Annual Gratitude Report (proofreading, design, and production).
- Assist with fundraising and cultivation events as needed.
- Stay informed on school programs, philanthropic trends, and regulations related to fundraising and reporting.

Preferred Qualifications:

- Bachelor's degree or equivalent of professional experience required
- 5+ years of experience in fundraising, advancement, nonprofit development, or related field preferred
- Experience in an independent school or educational environment is strongly valued
- Familiarity with fundraising CRMs, Google Suite and Microsoft Office Programs
- Duties may require occasional lifting of a minimum 50 pounds
- Must be available some evenings and weekends

Essential Functions:

- Understands and supports the MCDS mission and philosophy
- Models non-discriminatory practices in all activities
- Displays knowledge of and administers school policies, procedures, and practices
- Maintains confidentiality of student, family, and personal information

Compensation and Benefits

- The full-time equivalent salary range for this position is \$110,000-\$140,000.
- We offer a compensation and benefits package that includes fully paid employee medical, dental, vision, life insurance for employees, employer contributions toward dependent coverage, a generous retirement plan match with retirement planning support, short-term/long-term disability insurance, a flexible spending account, an employee assistance program, and free lunch.
- Additional benefits include professional development opportunities, tuition discounts for employees' children attending MCDS, and up to four weeks of additional paid support (coordinated with state benefits) when welcoming a new child. Eligibility requirements apply.
- In deciding whether to apply for a position at Marin Country Day School, you are strongly encouraged to consider whether your values align with the School's.
- The School does not provide employment visa sponsorship. All employees must be authorized to work in the United States as a condition of employment.

To apply, please send a cover letter and resume to employment@mcds.org.

Marin Country Day School is an Equal Opportunity Employer – we do not discriminate against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, or sex. We welcome applications from people of color and those with experience outside the education field. Please note: MCDS does not sponsor employment visas. Being authorized to work in the U.S. is a precondition of employment.