

ANNUAL FUND DIRECTOR

Dana Hall School seeks candidates for the position of Annual Fund Director.

The individual in this position will be accountable for:

- planning and overseeing all aspects of a comprehensive Annual Giving program including the identification, cultivation, solicitation, and stewardship of individual donors.
- recruiting and training an extensive volunteer structure to solicit annual gifts.
- managing and leading the Dana Fund team on initiatives such as reunion giving, leadership giving, direct mail and class agents.
- maintaining a familiarity with the trends in giving, current economic climate and new approaches to raising unrestricted support.

Candidates should have a minimum of 5 years experience in fundraising, excellent organizational skills and be a dynamic, detailed-oriented professional who is a self-starter and skilled with handling multiple tasks in a team-oriented environment. Other requirements include strong writing and public speaking skills, ability to interact effectively with varied constituencies, as well as a working knowledge of Blackbaud's Raiser's Edge. Occasional travel and evening work is required. This is a full-time 12-month position reporting to the Director of Advancement.

Dana Hall seeks candidates who will contribute to and are committed to diversity and multicultural educational practices.

To apply: http://www.danahall.org/about-us/Job_Opportunities/index.aspx