



Job Description: Annual Giving Coordinator
Classification: Full Time, Salaried, Exempt
Reports to: Director of Institutional Advancement
Position Available: July 1, 2017

Job Summary:

The Annual Giving Coordinator reports directly to the Director of Institutional Advancement and works in concert with the other members of the Advancement team. The Annual Giving Coordinator is responsible for a \$1 million annual giving campaign. The Annual Giving Coordinator will design and implement strategies to effectively manage the annual giving campaign, a stewardship group of approximately 150 donors, work with alumnae and parent volunteers and assist with alumnae relations and reunion giving. The Annual Giving Coordinator needs to be an effective fundraiser.

Key Responsibilities:

Participate in all aspects of the gift cycle: initiate contacts with potential and existing donors, develop cultivation strategies, work with volunteers, solicit gifts and effectively close asks, and maintain stewardship contacts with donors. Research and create reports. Develop strategy ideas for Advancement Team and volunteers. Engage class representatives to stay connected with classmates and the School. Develop and implement a solicitation plan for young alumnae and parents. In collaboration with the Director of Institutional Advancement and the Director of Strategic Initiatives & Marketing create and design collateral material.

No job description can anticipate all responsibilities as such; there may be other assigned duties.

Qualifications:

- A bachelor's degree. Work experience is preferred.
- Strong organizational skills and the ability to successfully manage multiple projects and work under deadlines.
- Excellent writing and communication skills.
- Proficiency using technology applications including Word, Excel, and PowerPoint. Blackbaud's Raisers Edge experience and knowledge of InDesign a plus.
- Professionalism
- Strong interpersonal skills. Ability to build relationships with multiple constituencies. High degree of discretion and confidentiality must be held.
- Weekends and nights may be required.
- Travel is required.

Other Qualifications:

All prospective employees must be able to clear a background check and TB screening.

Physical Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position an incumbent is required to regularly remain sedentary for long periods of time in meetings and while processing information and paper work both manually and on a computer.

The employee is regularly required to listen, physically direct, and speak. The employee is required to stand; walk; use hands and arms to reach and use of hands to finger, type, and manipulate a computer keyboard and mouse is required. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. Additionally, the incumbent must be able to converse in clear English both written and orally, over a telephone and in person.

Occasionally, incumbent may be required to lift up to 25 pounds, traverse uneven terrain and climb stairs while moving about campus, bend and stoop. Work hours may vary and include days, nights, and weekends.

The noise level in the work environment is usually moderately quiet; however, variations in noise level may occur when the employee attends school functions such as assemblies, school dances, and other events.