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| Position Title: | Director of Annual Giving |
| Last Updated: | September 2024 |
| Reports To: | Director of Advancement |
| Status: | Exempt-Appointed by Head of School Permanent - Full-Time |
| Schedule: | Calendar Year; In person, on campus; Monday through Friday: Base 40 hours per week Actual hours will be assigned per the needs of the department Expected to work occasional evenings and weekends to participate in Alumni/Advancement Events |
| Benefits: | Full benefit eligibility Tuition Remission Eligible - Yes |

Summary Description:

The Director of Annual Giving is responsible for the strategy, development, implementation, management, and analysis of a comprehensive program to secure annual unrestricted operating support with a goal of \$2.8M in FY25. Annual Fund strategies will include identification, cultivation, solicitation and stewardship of annual gifts and will be accomplished by means of personal solicitation, printed, and electronic appeals.

Essential Functions:

- Develop a strategic plan of action with objectives, timelines, and evaluation plans for the Annual Giving program to include: identification, cultivation, solicitation and stewardship of gifts from trustees, alumni, parents, friends and other constituents of the School, with an emphasis on significantly growing the fund and increasing the number of alumni donors.
- Develop a coordinated matrix of communication and solicitation strategies involving email, direct mail, email, social media, texting, personal visitation, and volunteer engagement all focused on shaping a sustainable tradition of annual support
- Work closely with the Chief Advancement Officer and other Gift Officers to identify, solicit, and increase the number of leadership donors and build strategies for moving donors to leadership giving levels.
- Leverage existing volunteers (WNF Chairs, Trustees, Head's Visiting Council, Reunion committees) for peer-to-peer outreach during peak times of year, including Founders Day and for select reunion cycles, including the 50th.
- Recruit and manage the Williston Northampton Fund Co-Chairs (3): hold monthly zoom meetings, curate monthly calls for stewardship and solicitation, and collaborate on strategy and communications.
- Manage a portfolio of approximately 50 major gift and annual fund leadership prospects
- Closely collaborate with alumni engagement team to maximize involvement and support from graduates.
- Use reporting and data analytics to inform strategies and make decisions.

- Foster the growth of best practices in the supporting areas of gift processing, data management and stewardship as related to annual giving and the school as a whole.
- Manage the Assistant Director for Annual Giving and Alumni Engagement.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.

Additional Responsibilities:

- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- If applicable, Faculty and Administration shall be responsible for reviewing and understanding the provisions stated in the Faculty/Administration Supplement
- Other duties as needed or assigned

Qualifications:

- Bachelor's Degree required
- Minimum of five years' fundraising experience including: annual giving, direct solicitation, volunteer management, and program development.
- Belief and a strong passion for the mission of Williston
- Strong organizational skills for multi-tasking and prioritizing responsibilities to manage competing deadlines
- Motivated self-starter, strategic and analytical thinker, with organization and initiative
- Should be strategically oriented, enthusiastic, genuine, and an effective manager
- Exceptional interpersonal skills, a collaborative yet clear and decisive leadership style
- Excellent communication sense and skills with strong writing capabilities
- Careful listener, warm personality, with a good sense of humor
- Ability to manage expectations in a manner that is honest, trustworthy, respectful, flexible, and diplomatic
- Must be able to work intuitively, independently, and systematic
- Patience and persistence, with an eagerness to set ambitious, challenging, and tangible goals and a relentless drive to achieve them
- Have excellent integrity and demonstrate good moral character and initiative with a professional demeanor
- Strong knowledge and proficiency of Microsoft Office Suite, especially Excel, and representing data visually; experience with Raiser's Edge preferred
- High energy, lively intelligence, and enthusiasm for residential school life
- Ability to effectively interface with all levels of the school community
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Must participate in annual harassment awareness training as a condition of employment
- Regular and consistent attendance and punctuality is required as a condition of employment
- Must have the ability and flexibility to travel on behalf of the institution
- Must have a valid driver's license

Physical Qualifications:

The person in this position:

- Regularly communicates with other staff, brokers, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information in these situations
- Occasionally moves small/medium sized items that may weigh up to 25 pounds
- Is capable of moving about the offices to access files and/or office machinery
- Regularly operates computers or other office machinery, i.e. calculators, copy machines, printers
- Observes, recognizes, identifies other staff, brokers, vendors, visitors
- Is capable of remaining in a stationary position, (i.e. sitting, standing), for extended periods of time

Working Environment:

- The work environment is usually moderately quiet; however, variations in noise level may occur when employee attends school functions such as assemblies and other events
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
- This position is primarily an administrative position performing duties in a typical office setting and thus is exposed to minimal adverse working conditions/tasks

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at- will" basis.