

STEVENSON

Director of Annual Giving

Stevenson School is currently seeking a Director of Annual Giving. Founded in 1952, Stevenson School is one of the leading independent boarding and day schools in the western United States. Enrolling 750 students in grades PK-12, it is a distinctly warm and supportive school, operating two campuses on the beautiful Monterey Peninsula. Stevenson offers its students, faculty, and staff a values-driven community experience influenced by the distinctive beauty, ecological biodiversity, and contemplative culture of California's Central Coast.

For more than 60 years, Stevenson has welcomed students from the across the country and around the world, preparing them for honest and honorable lives. As an American school with a global sensibility, Stevenson is premised on a vision of education as the means by which we discover the world and contribute to its transformation, and the belief that one's education is best pursued in the company others, for others' benefit as well as one's own. Its Latin motto--*Suaviter in modo, fortiter in re* ("Gentle in manner, resolute in action")--inspires both humility and perseverance.

Stevenson seeks a creative, energetic, dedicated and results-oriented **Director of Annual Giving** to join our 10-person Advancement team. Reporting to the Chief Advancement Officer, the Director of Annual Giving is responsible for the leadership, management, and execution of Stevenson's \$1.7 million annual giving program, including direct mail, phone and electronic solicitations, annual fund events, parent fund volunteers, and Stevenson's Silverado Society, our leadership giving society.

The Director ensures that the School is achieving its goals for annual giving (dollars raised, percentage of participation, consistency of giving, average gift size, and leadership giving for annual support). The Director will have an exemplary record in development work with colleagues, donors and volunteers, and an authentic passion for annual fundraising.

This position requires strong organizational and interpersonal skills, the ability to communicate effectively in speech and in writing, and computer-based prospect management skills. Knowledge of Raiser's Edge and independent school culture is an asset. Applicants must have a bachelor's degree and a minimum of five to seven years of experience. Some travel and evening/weekend work is required. This is a full-time, 12-month exempt position and comes with a very competitive salary and benefits package.

Stevenson is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law.

Key Responsibilities

- Direct and implement a comprehensive, year-long annual giving solicitation strategy, including direct mail, email, phone, text, personal visitation, volunteer engagement, and stewardship.
- Develop and implement a written master plan and calendar for all phases of annual giving, including strategies for long-term annual fund growth.
- Raise the revenue necessary to attain the established annual fundraising goals.
- Prepare reports and analyses to monitor annual giving revenue, expenses, and activity, including tracking of donor pledges.
- Manage and expand the Stevenson's Silverado Society.
- Manage the parent annual giving program, including parent fund solicitations, communications, and events.

- Expand the current phone-a-thon program for parents. Recruit, train, and manage phonathon volunteers.
- Provide oversight and strategic direction for the Reunion and Class Giving program, including supervising the Director.
- Collaborate with leadership of the lower, middle, and upper divisions to execute the faculty/staff annual giving campaign.
- Develop and implement a senior class giving campaign.
- Implement a young alumni annual giving program in collaboration with the Class Giving Officer and the Director of Alumni Relations.
- Working with colleagues in Communications, prepare innovative annual fund advertisements for the Stevenson alumni magazine, and ensure annual giving presence in the magazine, on social media channels, and on Stevenson's website.
- Maintain a portfolio of top annual giving prospects, conducting personal visits and solicitations.
- Develop a new web page for annual giving featuring profiles of annual giving constituents, goals achieved to date, annual giving events, and quick and easy navigation to giving online.
- Plan and execute annual giving events, including Silverado Society receptions and donor stewardship activities throughout the year and in conjunction family weekends and reunion.

Qualifications and Skills

- Bachelor's degree from an accredited institution
- Independent school or higher education experience.
- Five to seven years' experience in annual fund leadership positions demonstrating growth in responsibilities; must include experience in supervising annual fund staff, direct mail and social media solicitations, volunteer management, and developing donor-centered relationships.
- Meticulous organizational, project, and time management skills; strong ability to manage a broad scope of activities and multiple deadlines.
- Proficiency in MS Office suite, Google applications and Raiser's Edge (or equivalent software).
- Demonstrated track record in closing leadership level annual fund gifts and developing long-term strategy for annual fund growth.
- Excellent interpersonal skills, ability to interact appropriately and communicate clearly with diverse array of people, including alumni, parents, students, and coworkers.
- Excellent written and verbal communications skills including effective presentation skills both in person and virtually.
- Ability to maintain confidentiality.
- Availability for occasional evening or weekend work and travel.
- Must pass a criminal background check.

Application Process

Visit the Stevenson website at www.stevensonschool.org to learn more about Stevenson School. Submit cover letter, resume, and directly to:

Stevenson School

Attn: Wende Holtzen, Director of Human Resources

Director of Annual Giving Search

3152 Forest Lake Road

Pebble Beach, CA 93953

careers@stevensonschool.org