



## DIRECTOR OF ANNUAL GIVING AND SCHOOL ENGAGEMENT

### **Summary of Position:**

Lead the planning, implementation, and continuation of programs that increase annual giving dollars and participation from alumnae/i, parents, and friends of Santa Catalina School. Embracing the school's "relationships first" philanthropy program, ensure a coherent, meaningful, and delightful experience for all members of the school community, focusing especially on donors, potential donors, and volunteers. This role brings a tremendous opportunity to bring new energy and vision to the parent and alumnae/i giving programs.

### **Reports to:**

Director of Philanthropy

### **Direct Reports:**

Assistant Director of Alumnae/i Engagement and Giving  
Parent Engagement and Giving Coordinator

### **Primary Responsibilities:**

- Work with members of the philanthropy team and lend direction and support to the Assistant Director of Alumnae/i Engagement and the Parent Engagement and Giving Coordinator to design a comprehensive constituent engagement program, including annual giving, events, and volunteer management.
- Lead annual giving efforts for all constituents. Personally solicit donors and potential donors to the highest levels of annual giving and work with regional fundraisers to do so as well.
- Develop and oversee annual and multi-year plans for annual giving. Oversee financial and database reporting for annual giving. Provide research, support, and recommendations for annual giving goals.
- Work with the annual giving team and the Director of Communications to conceptualize and oversee the creation and production of all Santa Catalina Fund communications materials, including digital communications.
- Lead the Assistant Director of Alumnae/i Engagement and Giving and the Parent Engagement and Giving Coordinator in managing annual fund volunteers. Attend and help lead all volunteer trainings, appreciation events, and solicitation campaigns.
- Work collaboratively with the leadership giving team (i.e., major gift fundraisers) to ensure coordinated, satisfying, and meaningful solicitations for the school's most significant donors and potential donors.
- Lead and manage the strategic direction of the Alumnae Council with support from the Assistant Director of Alumnae/i Engagement and Giving. Serve as non-voting member of the council and advise/assist on updating policies and procedures. Also serve as primary point person for Council sub-committees.
- Work with the philanthropy team to re-envision and execute a highly-effective and personal Reunion giving and alumnae/i class agent programs. Evaluate and refine alumnae/i chapter chair roles and alumnae/i regional events.
- Explore and pilot meaningful annual giving and engagement program for alumnae/i of Lower and Middle School.
- Support the Parent Engagement and Giving Coordinator in executing events related to annual giving, including the Benefit Celebration and the golf tournament.
- Support the Parent Engagement and Giving Coordinator in developing an engaging program for the Parents' Association.

- Design and oversee stewardship program, including personalized stewardship and cultivation plans for members of the school's annual leadership giving society, the *1950 Society*. Record substantive donor contacts in the school's fundraising database, *Raiser's Edge* and submit timely contact reports.
- Manage two student interns for philanthropy, who craft letters for all leadership annual donors and create an annual slideshow for all constituents.
- Collaborate with the Director of Philanthropy and the Philanthropy Services Manager to produce the annual report.
- Draft acknowledgment letters for donors to the annual fund.
- Assist communications team in writing meaningful and engaging donor and constituent profiles for the school's bi-annual publication.
- Be prepared to identify, write, and report on grants that support restricted and unrestricted annual giving as needed.

#### Management Responsibilities:

- Manage two direct reports to design and implement a robust annual giving program, events, and engagement program for alumnae/i, parents, grandparents, and friends of school.
- Prepare and submit budget(s) for annual giving and constituent engagement.
- Attend and report at Development Committee meetings of the Board of Trustees and offer support at Alumnae Council and Parent Association meetings and events.
- Assist Director of Philanthropy in engaging sub-committee(s) of the Board's Development Committee.

#### Qualifications

- Bachelor's degree required
- 3-5 years of fundraising experience required, including personal solicitation
- Enthusiasm for taking on a management opportunity
- Ability to collaborate within a highly integrated team
- Alignment with the mission and values of Santa Catalina School
- Proficiency in Microsoft Office Suite and experience working on a MAC
- Experience working with a database preferred; experience with *Raiser's Edge* database is a plus.
- Outstanding written and verbal communications skills
- Outgoing personality and professional demeanor
- Ability to exercise good judgment and handle confidential matters with discretion
- Attention to detail, ability to work in a collaborative environment as part of a team

#### Physical Requirements and Work Environment

- Work at a desk and computer screen for extended periods of time each day
- Be able to walk up and down one flight of stairs multiple times per day
- Work in a deadline driven environment requiring the ability to multi-task and deal with a wide variety of people
- May occasionally require evening and/or weekend presence at events

For more information, and to submit an application, please visit our website:

[www.santacatalina.org/employment](http://www.santacatalina.org/employment)

In accordance with applicable laws, Santa Catalina School is an equal opportunity employer.