



Annual Giving Manager

Job Summary

The Annual Giving Manager is responsible for the execution and management of a comprehensive annual giving program, including oversight of supporting initiatives in the areas of development services and donor relations. The Annual Giving Manager reports to the Associate Head of School for Advancement and is a full-time, exempt employee.

Duties and Responsibilities

The Annual Giving Manager will:

- actively support the mission of Gaston Day School.
- plan and implement the school's annual giving program.
- maintain a schedule of annual fund calls and solicitations.
- raise specific dollar amounts determined by the Development team.
- develop Annual Fund strategies for current and past families, former Board members, grandparents, community members, and alumni.
- develop coordinated communication and solicitation strategies involving email, direct mail, phone, face-to-face visits, and fundraising volunteers.
- coordinate with other Advancement staff to ensure accurate collection of donor and prospect information entered into the database for gift entry.
- help to identify potential major gift prospects through database analysis and donor engagement.
- administer proper stewardship and donor recognition for the Annual Fund.
- prepare regular fundraising reports including, but not limited to, weekly, monthly, annual, and Board reports.
- assist with donor cultivation, when appropriate.
- develop annual budget for the Annual Fund.
- monitor the monthly and yearly activity of the Annual Fund budget.
- regularly evaluate strategies, prospecting, segmenting, recognition, and stewardship.

Qualifications

- Bachelor's degree
- Two to three years of relevant philanthropy experience
- Proven experience in gift analysis, reporting, and some project management
- Proven experience in relevant donor software database
- Proven experience with volunteer engagement and management
- Ability to assess donor data and segment appropriately
- Ability to initiate projects, be flexible, and work independently
- Ability to prioritize appropriately when facing multiple responsibilities and tasks
- Ability to communicate effectively, both written and oral
- Advanced capabilities in technology
- Excellent organizational skills and attention to detail
- A collaborative spirit and strong team work ethic

General Requirements

- A criminal history background check is required of all employees.
- Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
- References will be required.

Gaston Day School is committed to the principle of equal employment opportunity for all employees and applicants. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, age, gender, sexual orientation, national origin, religion, creed, disability, family or parental status, or any other status protected by federal or state laws or regulations. Gaston Day School will not tolerate discrimination or harassment based on any of these characteristics.

To apply, please send resume and cover letter to Davidson Hobson, Associate Head of School, at dhobson@gastoday.org.