Poly Prep seeks applicants for the position of Director of Annual Giving. The Director of Annual Giving is responsible for leading and growing Poly Prep’s Annual Giving programs to achieve specific fundraising and engagement goals in parent leadership giving, parent participation, alumni participation, faculty and staff participation, and all donor constituencies. The director is a key member of the Advancement team, raising unrestricted dollars to meet the budgetary needs of the school. The director collaborates closely with colleagues from Advancement, Communications, and Admissions to deliver an integrated approach to school advancement.

**PRIMARY RESPONSIBILITIES AND ACCOUNTABILITIES**

- Work with the Chief Advancement Officer and Head of School to determine Annual Giving goals and build strategic plans for achieving these goals.
- Orchestrate comprehensive prospect research and analysis of donor base to set goals for Annual Giving levels and to identify major donor prospects.
- Develop a calendar of communication and segmented solicitation strategies involving email, direct mail, phone contact, and personal visitation, all building a sustainable tradition of annual support.
- Identify, recruit, and train parent volunteers to serve as Annual Giving volunteer leaders. Oversee phonathon events, parent to parent outreach, and engagement strategies among the parent community.
- Work closely with the Director of Alumni Relations and the Alumni Board of Governors to expand engagement of alumni in Annual Giving.
- Oversee reunion-based fundraising program in close collaboration with the Director of Alumni Relations. Determine strategy, recruit and train volunteer leadership, and monitor class progress.
- Plan cultivation and stewardship events for new families, returning families, major donor prospects, and volunteers.
- Report ongoing Annual Giving progress and analysis to the Board of Trustees and the donor community.
- Foster the process of gift processing to acknowledge donors quickly and effectively with gift receipts, phone contact, and personal notes. Manage pledge process with scheduled reminders to maximize pledge yields.
• Oversee the planning and designing of Annual Giving solicitation, including digital marketing (email, website, and social media).

QUALIFICATIONS

Education: Bachelor’s Degree

Experience: 2 to 4 years of experience in front-line fundraising preferred

Specific Skills:
• Energy, enthusiasm, and focus to achieve established fundraising goals.
• High degree of competency in Raisers Edge and G- Suite, with an ability to use donor management platforms for volunteer management and prospect research.
• Proactive approach and ability to motivate.
• Ability to appropriately preserve confidential matters and information.

Special Requirements:
Attendance at evening and weekend events to support philanthropic goals.

Poly Prep strives to be an equitable, just, and diverse community, one proud of and deeply committed to empowering students to discover who they are and what they want to be. In keeping with the country day school philosophy, we seek community members who will share a passion for learning. Every community member at Poly Prep aspires to uphold our mission “to support and inspire the next diverse generation of leaders and global citizens to act with intelligence, imagination and—above all—character.”

We offer a great environment, with a full benefits package (medical, dental, vision, life insurance, a generous match on our 403(b) retirement plan, long-term disability, flexible spending account, pre-tax commute benefit, and free lunch).

How to Apply: Interested applicants should send a cover letter and current resume detailing their interest in the position to Peggy Cook, Chief Advancement Officer at hiring+advancement@polyprep.org