



Annual Giving and Alumni Relations Manager

The Annual Giving and Alumni Relations Manager oversees and executes the annual giving program, stewardship, and implementation of donor/community events. In addition, he or she manages all functions of alumni relations, including working with the Alumni Association to craft and execute annual activities designed for alumni and their parents, and implements value-added services that engage alumni and encourage long-term participation in the life of the School. As a role within the Advancement department, this person functions as part of a team whose purpose is to further the Mission and Vision for Trinity Episcopal School by reaching fundraising goals, supporting ongoing relationships with donors and promoting the School throughout the Charlotte community.

The successful candidate will have the following qualifications and qualities:

- 3-5 years fund development experience and experience with educational advancement, fundraising, marketing, public relations, volunteer management, and special event planning is a plus
- Bachelor's degree from an accredited college or university
- Strong technology skills and knowledge of database research and maintenance and Raiser's Edge knowledge and experience is a plus
- Must be able to travel, work evenings and weekends
- Maintains standards of professional competence, adheres to a professional code of ethical conduct and attends continuing professional education workshops and seminars
- Familiarity with and a commitment to the mission of independent schools and Trinity Episcopal School and a commitment to our three primary values of scholarship, diversity and spirituality is a must
- Integrity, sound judgment, self-confidence, maturity and a sense of perspective
- Excellent interpersonal, presentation, writing, organizational and communication skills
- Ability to be a self-starter and initiator and ability to work effectively, both independently and on a team
- A high level of energy and ability to work on many tasks/projects
- Demonstrated sensitivity to students, alumni and alumni families, faculty and staff of varying racial, ethnic, religious, gender, cultural, disability, sexual orientation and socioeconomic backgrounds.
- A love for children and a willingness to go above and beyond in the best interests of students

Founded in 2000, Trinity Episcopal School is an independent, co-educational school of more than 425 students in grades K-8. Situated on an urban campus in the Garden District of Charlotte's First Ward neighborhood, TES capitalizes upon the vibrant Center City as an extended classroom for cultural enrichment, hands-on learning, and opportunities to serve the community.

A mission-driven school, Trinity is dedicated to three equally valued and thoroughly intertwined goals: *creating scholars, nurturing spirituality, and embracing diversity*. TES is a place of pride and passion, where teachers and students are fully engaged. Trinity's constructivist curriculum challenges students to academic excellence and seeks to maintain the curiosity found in young learners. In keeping with the Episcopal educational tradition, spiritual development is integral to the Trinity experience and is reflected in regular opportunities for community worship and a comprehensive service-learning program. The founders of Trinity Episcopal School sought to create a student body that would reflect the population of the Charlotte metropolitan area, and it is comprised of a diverse community of learners who learn together with a mutual sense of belonging, respect, and acceptance. Trinity is populated by a rich variety of people from diverse racial, ethnic, religious, and socioeconomic backgrounds. This intentional pluralism is a hallmark of Episcopal schools that Trinity has embraced since its founding. Additionally, Trinity has established an honor code that holds students to the highest standards of

integrity and personal conduct.

Salary and Benefits:

Trinity Episcopal School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience.

Application Process:

Please submit a completed application available on the website (tescharlotte.org), current resume and cover letter explaining your interest in and qualifications for this full-time twelve-month position beginning July 2017 via email to Monica Johnson mjohnson@tescharlotte.org.

5/3/17