



# THE FLETCHER SCHOOL

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## THE RANKIN INSTITUTE

### Annual Giving Manager

#### Job Summary

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

#### Essential Duties and Responsibilities

The Annual Giving Manager will:

- actively support the mission of The Fletcher School in the execution of their role and responsibilities.
- plan and implement the school's annual giving program.
- raise specific dollar amounts determined by the Head of School and Director of Advancement.
- manage a portfolio of annual donor prospects and assist with major donor cultivation, when appropriate.
- develop Annual Fund strategies for current families, 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 the accurate collection of donor and prospect information entered into the database for gift entry.
- help to identify potential major gift prospects through data base 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.
- 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 database entry, 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 interact with donors and ask for leadership annual gifts

- 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, preferably within an IOS environment
- Excellent organizational skills and meticulous attention to details
- A collaborative spirit and strong team ethic
- A passion for education and a willingness to go above and beyond in support of students

### **General Requirements**

- A criminal history background check is required of all employees.
- A drug test 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. The Fletcher School participates in the E-Verify program.
- References will be required.

The Fletcher School recognizes diversity and an inclusive school environment are vital elements of a holistic academic program. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, sex, color, age, gender identity or expression, sexual orientation, national origin, religion, creed, disability, family or parental status, genetics, veteran status or any other status protected by federal or state laws or regulations. The Fletcher School prohibits discrimination and harassment based on any of these characteristics.