

CHARLOTTE COUNTRY DAY SCHOOL

POSITION TITLE:	Director of Annual Giving
DEPARTMENT:	Advancement
REPORTS TO:	Director of Advancement
FLSA:	Exempt
TERM:	12 Months

MISSION STATEMENT

Through excellence in education, Charlotte Country Day School develops the potential of each student by fostering intellectual curiosity, principled character, ethical leadership, and a responsibility to serve.

OVERVIEW

Charlotte Country Day School (Country Day) is one of the largest independent, co-educational schools in the Charlotte area and one of the 15 largest in the continental United States. Enrollment is very strong, and the school is thriving. Highly regarded for the rigor of its academic program and the breadth of its offerings in the arts, athletics, community service, and leadership, Country Day is noteworthy for a long tradition of positioning itself at the forefront of curricular innovation.

A strong, forward-thinking institution, Country Day offers every child a chance to shine. The school is a diverse, inclusive community with strong academic and co-curricular programs designed for students to learn to think critically, act respectfully, and show sensitivity to the feelings and needs of others. The unique curriculum offered by Country Day prepares and strengthens students for participation in their local and global communities. With its focus on diversity, service, global study, and technology, Country Day positions students for future success in an ever-changing world. Country Day is committed to living as an authentic, inclusive community. Our pursuit of this commitment to community recognizes and affirms the richness brought by difference and discovered through commonality.

POSITION OVERVIEW

The Director of Annual Giving has primary responsibility for the school's annual fund, called the Country Day Fund, raising over \$2.5 million in unrestricted operating support. Constituents solicited for Country Day Fund gifts include the Board of Trustees, faculty and staff, current and new parents, alumni, parents of graduates, and grandparents. The Director collaborates with all other members of the advancement team, as well as volunteers, staff, and faculty partners across the school community.

POSITION DETAILS & RESPONSIBILITIES

- Support Country Day's overarching advancement strategy and play a leadership role in accomplishing its related goals.
- Design and implement the Country Day Fund plan that outlines all strategies and related tactics for the program each year, identifying potential growth opportunities within all constituencies and ensuring long-term sustainability of the program.
- Develop and manage solicitation efforts, with an emphasis on Fall in for the Country Day Fund each September through November and Bucs Together Days of Giving each April.

- Recruit, train, and manage a robust and sophisticated volunteer body of more than 150 community members each year.
- Develop and implement all aspects of the Country Day Fund communication plan to include segmented written, electronic, and verbal messaging, as well as all related collateral material.
- Oversee the prospect evaluation process as well as prospect assignments, solicitation, gift tracking, analysis, and reporting.
- Effectively recognize and steward donors and volunteers through personal visits, phone calls, e-mails, handwritten notes on gift acknowledgements, and Annual Report listings.
- Plan and implement the Selwyn Society Reception each November, the Leadership Appreciation Reception each spring, Bucs Together Days of Giving each April, as well as all other related Country Day Fund events including Volunteer Training.
- Manage an Advancement Associate who supports both the Country Day Fund and Alumni Relations.
- Play a vital role across the Country Day community by engaging directly with the mission of the school and helping others do the same.

QUALIFICATIONS & EXPERIENCE

- Bachelor's Degree
- Three to five years related work experience
- Experience with Blackbaud's Raiser's Edge database strongly preferred, as well as a general affinity for technology
- Direct fundraising and volunteer management experience
- Excellent written, communication, and presentation skills
- Strong organizational and analytical skills, as well as attention to detail
- Team player who inspires enthusiastic support for Country Day among colleagues, donors, and volunteers
- Exemplary work ethic and highest level of integrity

APPLICATION PROCESS

Interested candidates should complete an application (including resume and cover letter) through the school's online application system: www.charlottecountryday.org/employment. Direct email or hard copy applications will not be accepted.

It is the policy of Charlotte Country Day School not to discriminate against any employee or applicant for employment on the basis of race, color, religion, national origin, age, sex, gender identity or expression, sexual orientation, disability, veteran status, or any other basis protected by applicable law. This policy extends to recruitment, employment, promotion, demotion, transfer, layoff, termination, compensation, training, benefits and all other terms and conditions of employment.