

**Position Title:**  Director of Annual Giving

**Department:** Advancement

**Reports to:**  Chief Advancement Officer

**Full/Part Time:** Full Time

**Date Modified:** April 2024

**About St. John’s Episcopal School:**

St. John’s is an independent, coeducational Episcopal school serving approximately 500 students in grades pre-k through eighth. Located in a park-like setting on 10 acres in East Dallas, the School offers its employees and students a supportive esprit de corps fueled by a common mission – one dedicated to a program of academic excellence designed to train the mind, strengthen the character, and enrich the spirit of each student in a Christian environment. We think of St. John’s not just as a school but also as a very special kind of community. We seek to employ people who – regardless of the role they play in the School – understand that they impact the lives of our students, families, and colleagues. The St. John’s Code calls us to model honesty and respectfulness in our relationships, responsibility in the performance of our assignments and a caring attitude that extends to all members of our community.

**Position Description:**

Reporting to the Chief Advancement Officer, the Director of Annual Giving is a dynamic representative of the School responsible for ensuring successful implementation of St. John’s strategy for achieving annual giving goals with all constituents.

**Key Accountabilities:**

* Devises an annual operating plan for achievement of the Annual Fund and restricted operating annual giving goals including the 8th Grade Class Gift, Lionhearted Fund, and Corporate Giving initiatives
* Oversees annual giving targeting, segmentation, solicitation, acknowledgement, and recognition
* Authors annual giving solicitations and acknowledgements
* Recruits, trains, and manages annual giving volunteers
* In partnership with the Director of Advancement Services:
	+ Manages the recording of annual giving appeals
	+ Ensures the timely and accurate entry and acknowledgement of annual giving contributions
	+ Prepares and analyzes regular reports on progress toward annual giving goals and uses them to inform and/or adapt strategy and tactics
	+ Devises, articulates, and ensures consistent communication of the annual giving case for support
	+ Cultivates and stewards annual giving donors and prospects and educates all St. John’s Episcopal constituents about the case for supporting the School
	+ Develops, manages, and orchestrates stewardship of leadership annual giving donors
* In partnership with the Director of Engagement:
	+ Develops and implements methods of educating constituents through programs and events about the School’s need and desire for philanthropic support
	+ Ensures corporate giving constituents are recognized for their level of sponsorships
* Identifies constituents for potential addition to the major and/or planned gifts pipeline
* Manages a personal portfolio of 30 leadership donors and donor prospects capable of making gifts of $25,000 and above.
	+ Conducts no fewer than 45 individual cultivation and stewardship meetings per year
	+ Leads strategy for annual giving solicitation of managed prospects and personally solicits all or some managed prospects
	+ Documents all work with prospects accurately and quickly in the advancement database, in accordance with Advancement office protocols
* Collaborates with Advancement staff colleagues to ensure the effective development of strong relationships between constituents and the School, education of constituents about why philanthropic support is necessary and warranted, and communication of the School’s appreciation for and impact of contributions made by donors
* Assists with Grants and Grants Management
* Participates in Board Development Committee and other volunteer committee meetings as requested and appropriate
* Promote the School’s mission and philosophy

**Collaboration and Teamwork:**

As Director of Annual Giving this person will also support, facilitate, and lead other relevant projects as a member of the Advancement Team.

* Participate in student and faculty technology training and data research projects
* Establish and maintain productive partnership relationships with colleagues and parents
* Collaborate with Enrollment Management, Communications, Finance and Operations, Technology, and Academic teams
* Cooperatively collaborate on small-group/team projects as directed by the Advancement Officer
* Other duties as assigned

**Growth Mindset:**

* Demonstrate commitment to personal and professional growth
* Ability to meaningfully receive, reflect on, and apply feedback to one’s professional growth
* Network with peers at other independent and Episcopal schools locally and nationally
* Attend conferences and professional meetings to remain current on best practices in Advancement
* Participate in the local and national independent and Episcopal schools accrediting associations

**Qualifications/Experience:**

* Bachelor’s degree required.
* Prefer four (4) years of experience in fundraising, a relevant non-profit environment, and/or special events.
* Independent school experience helpful.
* Ability to multi-task and balance competing priorities.
* Strong analytical and persuasion/negotiation skills.
* Demonstrates self-motivation, flexibility, problem-solving, and commitment to innovation
* Exhibits excellent planning, prioritization, organization, multitasking, efficiency, and follow-through in execution of responsibilities
* Shows dependability, punctuality, and high quantity, quality, accuracy, and timeliness of work produced
* Maintains a professional appearance and demeanor
* Well-developed interpersonal, written, and verbal communication skills, including the ability to communicate effectively with all constituents in an independent school environment.
* Exhibits personal and professional integrity as well as respect for the confidentiality of colleagues and constituents
* Understands and promotes best practices in independent school fundraising, including CASE’s *Statement of Ethics* and *Principals of Practice for Fundraising Professionals at Educational Institutions* and AFP’s *Code of Ethics* and *Donor Bill of Rights*
* Endorses the School’s mission and values and understands its history and culture

**Physical Requirements and Work Environment:**

* Regularly works in standard office conditions and climate.
* Ability to occasionally move items weighing up to 20 lbs.
* Computer proficiency, including Microsoft 365.
* Knowledge of Raisers Edge or similar CRM software.
* Works primarily with adults; Some exposure to students.
* Occasional evening and/or weekend commitments.
* Regularly works in a dynamic environment, effectively dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.

**How to Apply:**

For questions, more information, or to submit your letter of interest and resume in PDF format, please contact:

Sue Trumbo, Chief People Officer

Strumbo@stjohnsschool.org

214.817.1709

In our commitment to diversity and equity, St. John’s Episcopal School does not discriminate regarding race, color, ethnicity, national origin, sexual orientation, gender, age, genetic information, disability, pregnancy, marital status, religion, military status, and/or any protected category. This commitment extends to our employment, educational, admission, and financial-aid policies, and other school-administered programs.

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