

## Job Description



Position Title: Director of Development for Annual Giving

Supervisor: Senior Director of Advancement

**Job Description:** The Director of Development is responsible for developing and implementing a comprehensive annual giving program for Grace Community School, working closely with the Senior Director of Advancement to ensure that the strategy and tactics of the program complement the school's broader long-term development objectives. The primary goal of the school's annual giving program is to attract and secure gifts that directly offset budgeted operating expenses. The program should include a range of solicitation techniques designed to encourage gifts from individuals and families, companies, foundations, and other sources of philanthropic giving, through techniques such as mass appeals, sponsorships, events, grants, and major gift solicitation.

### Primary Functions and Responsibilities:

- Write a comprehensive annual giving plan for the school designed to meet or exceed approved fundraising goals and oversee its implementation over the course of the school's fiscal year
- Create and execute direct marketing solicitations for annual gifts, such as mail and email appeals, giving days, employee campaigns, appeals to special constituencies (such as grandparents, alumni families, past donors) and alumni, in coordination with the alumni director
- Oversee the implementation of the Circle of Grace, an upper-level giving program designed to secure replicable gifts of \$2,500 or more from individuals and families, including promotional materials, events and recognition, working closely with the coordinator of development operations and stewardship
- Cultivate, personally solicit, or coordinate the most effective solicitation activity for individual major gift prospects, working in coordination with the Senior Director of Advancement on strategy and assignment of solicitor prior to the solicitation of gifts
- Manage the school's corporate partnership program, including gifts and grants for general and program support and the coordination and implementation of recognition related to the sponsorship of athletics programs and other co-curricular activities
- Hold responsibility that sponsorship and fundraising goals for the gala and other volunteer-led events are met or exceeded, providing leadership to the identification and solicitation of sponsorships and gifts through support and direct solicitation

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- Recruit and manage volunteer task forces and standing committees to assist with annual giving activities, such as a corporate committee, Circle of Grace committee, giving day task force, etc.
- Identify and reconcile budgeted programs with the funding interests of foundations and other philanthropic sources; coordinate the internal facilitation of information necessary to create effective proposals; establish and maintain contact with the appropriate organizational representative for the potential funder; draft, oversee the internal approval process, and send proposals; steward the institutional relationship with funders for future solicitation
- Create, manage and stay within the annual expense budget for annual giving activities within the overall development budget
- Participate in internal and external meetings, including meetings of the development department and advancement program, development and campaign-related meetings, etc.
- Perform other development-related duties as assigned by the Senior Director of Advancement

#### Requirements:

- Christian believer who subscribes wholeheartedly to GCS's mission
- Bachelor's Degree
- Experience in a non-profit development position required, preferable 3-5 years or more in a comprehensive development environment in a generalist or senior role
- Strong attention to detail and the ability to manage multiple tasks gracefully
- Must have the focus to create and implement a structured, comprehensive program but also be outgoing and able to interface frequently with donors and prospects
- Background working with Blackbaud products preferred, including the Raiser's Edge and RE NXT
- Ability to write and edit letters, forms and other communication and to connect professionally with donors and colleagues of different personality types representing multiple departments
- Proficiency in the Google Workplace suite of applications
- High degree of self-motivation, positive attitude, and responsible work ethic
- High professional and ethical standards for handling confidential information
- Ability to work productively independently and as part of a team, and to demonstrate accountability when working remotely
- Willingness to embrace a flexible schedule as necessary

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