

# All Saints

## ACADEMY

**Position:** Director of Development & Auxiliary Programming

**Reporting Line:** *Directly reports to the Head of School*

**School Summary:**

All Saints Academy was founded in 1966 as St. Paul's Episcopal Parish School under Father Gilbertson and Father Sturup of Saint Paul's Episcopal Church. The school did not adopt its current name until 1993, when the middle and upper school portions of the facility were added, extending the grades serviced to grade twelve.

**Mission:** Inspiring independent thinkers, principled leaders, and humble learners.

**Vision:** All Saints Academy exemplifies Judeo-Christian values within an Episcopal tradition. We welcome students of all racial, cultural, and religious backgrounds striving to maximize each student's unique potential by instilling a sense of worth that comes with purpose, direction, commitment, and success.

**Position Summary**

All Saints Academy's Director of Development & Auxiliary Programming is responsible for leading the school's development efforts, including annual giving, fundraising events, and capital campaigns as well as overseeing alumni, grandparents, and external partnerships. The Director of Development & Auxiliary Programming is also responsible for working with the Head of School to identify additional revenue-generating streams that benefit the school. The Director of Development & Auxiliary Programming reports directly to the Head of School.

**Essential Duties and Responsibilities**

The Director of Development & Auxiliary Programming will:

- Establish and execute forward-thinking development and strategic programs that optimally grow the annual, major, and capital campaigns; legacy gifts; and planned giving.
- Oversee all aspects of the development program, including fundraising, leading the annual giving program, guiding the capital campaign, soliciting corporate and foundation proposals; creating a strong alumni association, and special development events.
- Identify, research, and spearhead the implementation of a diverse and multifaceted fundraising program to support the school's strategic vision, cultivating a culture of giving and gratitude across all constituencies and socio-economic strata.

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- Collaborate with the admissions office on PR initiatives and the marketing and communications office to create/produce fundraising-related communication materials to expand and enhance the school's visibility and reputation.
- Identify corporate and foundation funding opportunities and help draft grant applications when applicable.
- Strengthen relationships with the school's alumni and further develop alumni programming.
- Identify, cultivate, and assist in soliciting major donors.
- Enhance existing relationships while building new relationships, systems, and programs that further tap into the generosity and resources of the community.
- Maintain a database of all contributors and provide development reports as required.
- Manage the development budget.
- Coordinate the school's volunteerism efforts.
- Nurture and maintain a highly collaborative relationship with the head of school, the board chair, and individual board members, supporting them in all their fundraising responsibilities, and accompanying them on donor visits when appropriate.
- Oversee the Auxiliary Programming staff and the initiatives in that department.

### **Additional Roles & Responsibilities**

- Develop and manage professional and volunteer staff to carry out needs of the development program.
- Prepare a development report on monthly basis to keep the head of school and Board informed of fundraising activities and progress.
- Devise and manage strategies for donor identification, cultivation, solicitation and stewardship.
- Review and oversee gift acknowledgement, acceptance and processing systems.
- Manage the school's donor recognition program.
- Work in cooperation with other departments and division heads to leverage relationships and maximize use of resources.
- Create a strong stewardship plan and matrix that ensures that all donors are thanked accordingly, and that their gift impact is well documented.
- Develop with each board member, a personal philanthropy plan, which will assist them in determining how they can effectively advance the school.
- Develop and manage a portfolio plan for frontline fundraisers, and the Head of School.
- Create a *Moves Management* system to ensure that portfolios are properly implemented.

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### **Possible Requirements & Qualifications**

- Bachelor's degree
  - Demonstrated passion to the mission and culture of All Saints Academy.
- Proven track record of successful fundraising; including annual giving, major gifts, planned giving, volunteer management, and capital campaign execution.
- Minimum of 10+ years of relevant experience.
- Knowledge of gift acceptance policies and procedures.
- Familiarity with RaisersEdge, or similar database systems.
- Strong working knowledge of Microsoft Office products and/or Google docs.
- Ability to build strong, long-term relationships with donors and converse with prospects in a thoughtful and donor-centered manner.
- Excellent presentation skills.
- Exceptional oral and written communication skills, including strong editing skills and high attention to detail.
- Impeccable integrity in dealing with colleagues, donors and volunteer leaders.
- Entrepreneurial style of leadership and experience which accepts responsibility for all tasks related to advancing All Saints Academy's mission and creating a strong culture of philanthropy.
- Enthusiastic and positive personality.
- Adheres to the Association of Fundraising Professional's *code of ethics*.
- Independent school experience preferred.
- CFRE certification preferred.

**Assume other responsibilities as requested to do so by the Head of School, including but not limited to the work assigned in carrying out the Strategic Plan.**