Army and Navy Academy is seeking an experienced, resourceful, and energetic fundraiser to begin as soon as possible. Reporting to the Director of Advancement, you will be responsible for planning and executing a data-informed Annual Giving program. This is a full-time, benefited, 12-month position located in Carlsbad, CA.

The position places strong emphasis on outreach and relationship building and will have you rolling up your sleeves as you engage with constituents, secure donations, and promote a culture of philanthropy that strengthens the school’s donor pipeline.

Key Responsibilities:

- Prospect identification and research
- Donor education and cultivation
- Annual Giving solicitation
- Donor stewardship
- Use of Neon database for data and portfolio management, donor recordkeeping, and fundraising reports
- Work closely with the Director of Advancement to meet the school’s fundraising goals
- Provide support to the Advancement Team

Requirements:

- Bachelor’s degree
- Minimum 4 years fundraising experience; independent school experience a plus
- Demonstrated ability to build relationships and communicate effectively with all constituents
- Excellent organizational, verbal, and written communication skills
- Detail oriented and self motivated
- Strong CRM, G Suite, and Microsoft office user skills
- A good sense of humor and a positive attitude
- An appreciation for both the art and science of fundraising

Fundraising:

- Develop a comprehensive plan to increase annual giving participation.
- Leads annual giving stewardship initiatives, including design and implementation of strategies that communicate the impact of the annual giving program.
• Provides ongoing and targeted evaluation and analysis to meet goals.
• Works with the Director of Advancement to review prospect research and create donor strategies in all areas of giving.
• Build a pipeline for major gifts.
• Responsible for direct solicitation of annual gifts through personal meetings and contacts, email, and direct mail.
• With the Director of Advancement, manages and supports all-community events.

Constituent Management:

• Liaise with the Parent Association Chairs and work with them to increase communication, engagement, and partnership between parents and the school.
• Develop outreach to maximize connections and build strong institutional relationships with grandparents and parents of alumni.
• Deliver programming that builds pride and ownership in the school's mission and success.
• Lead programming and special events including reunions that meet the needs of alumni throughout their life spans with emphasis on new- and young-alumni segments.
• Increase alumni touch points with school including opportunities to speak with current students and a robust class notes section of the magazine.

Salary range - $85,000 - $90,000

Please apply online at www.armyandnavyacademy.org