



**Annual Giving Director
Memphis, TN**

About the Position

Reporting to the Development Director, the Annual Giving Director is responsible for creating and executing a multi-faceted, highly strategic program designed to increase annual operating support. This position is charged with creating programs and events designed to strategically identify and cultivate constituents in meaningful ways that translate into engaged volunteers and donors and ultimately strengthen long-term constituent relations, fundraising and the school's culture of philanthropy.

The successful candidate will be able to articulate how to balance developing a broad participation-based program while increasing revenue to \$1.25 million. A strong emphasis will be placed on identifying, cultivating, and stewarding leadership and major gift donors and prospects.

About Hutchison

Founded in 1902, Hutchison is a vibrant leader in the Memphis community. Hutchison, an all-girls independent day school serving over 850 girls in Prekindergarten through 12th grade, is located on a 52-acre campus in East Memphis.

While preserving time-honored traditions and respect for its founding on Christian principles and values, Hutchison welcomes faculty, staff and students of all faiths and teaches appreciation for the differences among us. Within a structured and nurturing environment, Hutchison encourages each student to develop a lifelong joy of learning, to sharpen her intellectual curiosity, to cultivate artistic expression, and to strive for physical well-being. Students, administrators, parents, and teachers—the entire community—work together to develop each girl's self-reliance and her commitment to our core values: integrity, respect, responsibility, honor, and excellence.

Interested candidates should submit the following electronically as separate documents to jobs@hutchisonschool.org

- Formal letter of application;
- Current resume;
- List of at least four references with name, title, phone number and e-mail address of each.

Responsibilities

Create and implement an annual giving program to cultivate and solicit all members of the Hutchison community—including trustees (current and former), alumnae, current and former parents, grandparents, faculty and staff, and friends – through a vibrant staff driven-volunteer engaged program.

- Create, implement and manage a comprehensive annual giving program, including marketing plans, appeals and campaigns that utilize a variety of communication channels (e.g. web, direct mail, email, social media, crowdfunding and texting) to achieve dollar and participation goals.
- In partnership with Development Director and communications department, develop Hutchison Fund messaging, content, collateral material and volunteer education messaging guide.
- Expand opportunities for volunteer engagement in the Hutchison Fund with specific attention on establishing a network of parent and alumna volunteers. Ensure all volunteers are well trained and stewarded.
- Develop segment specific strategy that increase participation and yield.
- In collaboration with the Development Director and Development Outreach Director establish a leadership gifts solicitation and outreach strategy utilizing highly engaged volunteers and staff as solicitors.
- Work with the Development Services Director to design a system to utilize Raiser's Edge to track and report contact activity and solicitation status of all leadership gift prospects and donors.
- Collaborate with the Alumnae Relations Director on alumnae solicitations strategies to ensure they are developed in concert with alumnae relations programming and participation goals and support her in outreach directly tied to increasing alumnae participation.
- Oversee the development and coordination of the stewardship process in recognizing annual donors. Assist with the design and coordination of stewardship events.
- In conjunction with the Development Services Director prepare annual donor recognition lists.
- Manage a portfolio of 50 leadership gift donors and prospects.
- Establish annual fund metrics based on program goals and produce monthly progress reports.

Building off the schools existing sponsorship program, analyze existing sponsorship opportunities to create a Corporate Sponsorship program with broader offerings.

Serve as an outward facing ambassador for Hutchison.

Utilize Raiser's Edge to track metrics and prepare financial reports.

Assist in the identification of major and planned gift prospects.

In partnership with the Development Director, establish office processes to create greater efficiencies department-wide.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree required, with a minimum of five years professional experience in fundraising, especially with annual funds and face-to-face solicitation. Preference will be given to candidates with prior fundraising experience.

- Excellent written and oral communication skills;
- Possess high energy, initiative and self-starting capacities;
- Possess and demonstrate excellent interpersonal skills required to relate to a diverse group of donors, volunteers, and colleagues;
- Proven track record in successfully soliciting gifts and daily management of fundraising initiatives and prospect management;
- Analytical thinking skills that are complimented by a drive to succeed and a motivated desire to achieve;
- Demonstrated ability to think strategically about data and utilization of CRM system and to work in the CRM backend to prepare reports;
- Ability to work independently and collaboratively as a member of the Hutchison Development Team;
- Ability to stay abreast of best practices in annual giving and willingness to be on the cutting edge of program development.

Computer skills:

Knowledge of Microsoft Office Products (Word, Excel, etc.) required. Proficiency with Blackbaud's Raiser's Edge (or similar system) and associated reporting tools preferred.