

Associate Director for Development - Annual Fund & Alumni Relations

May 2021

Position Overview:

Graland seeks an exceptional candidate to join the school's development team. The Associate Director of Development – Annual Fund & Alumni Relations (ADD) plays a critical role in promoting a proactive culture of philanthropy across all segments of the Graland community by planning, coordinating and administering the Graland Annual Fund campaign, which is the school's most important and impactful yearly fundraising endeavor. Additionally, the ADD is responsible for keeping alumni and alumni families informed, engaged and committed to Graland. This is achieved through both fundraising and “friend-raising” opportunities throughout each year. The ideal candidate is adaptable, detail-oriented, innovative, able to multitask and manage projects and timelines successfully. This is an incredible opportunity for someone who thrives on building relationships, being part of a community and is eager to learn and grow in their role within a small team.

Reports to: Director of Development

Terms: Full-time, exempt, 12-month on-campus position

Job Responsibilities:

The following list is not comprehensive but serves as a representative summary of the primary duties and responsibilities:

Annual Fund

- Plan, implement and manage all aspects of an inspiring, compelling and strategic Annual Fund program, including publications, appeals, donor recognition and stewardship.
- Strategize with the Director of Development to integrate a successful Annual Fund program in complement with major gifts initiatives and/or campaigns.
- Recruit, train, lead, engage and retain the parent volunteers who serve as Annual Fund Grade Representatives and volunteer solicitors for peer to peer outreach. Communicate timely updates and next steps.

- Research potential donors and collaborate on solicitation strategies.
- Lead all Annual Fund mailings, analysis and donor maintenance. Monitor gift processing and prepare reports.
- Assist in all fundraising activities, development-led events and major campaigns, including planning, researching donors, tracking campaign progress, recognition and stewardship.
- Strategize with the Director of Development on inclusion strategies with the goal of maximizing parent connections to the school, participation in the Annual Fund and advancement programs, volunteerism and more.
- Identify, cultivate and strengthen relationships with potential donors.

Alumni Relations

- Lead and manage the Graland Alumni Board (GAB) including: organizing the six GAB meetings of the year, supporting each subcommittee chair, recruiting new members and more.
- In partnership and coordination with the Associate Director of Community Relations, plan, implement, attend and execute receptions, reunions and other special events on campus or outside the school.
- Develop, implement and manage a comprehensive yearly plan to cultivate and steward the alumni community in partnership with the fundraising subcommittee of the GAB.
- Write quarterly alumni newsletters, weekly social media posts and alumni features for the Graland Today magazine that engage alumni response and involvement.
- Strategize with the Director of Development on ways to engage, cultivate and steward the alumni community.
- Strategize with the Director of Equity & Inclusivity on ways to ensure all members of the alumni community feel valued, heard and included.
- Oversee the alumni information in the Raiser's Edge database, in partnership and coordination with the Development Services Coordinator.
- Oversee archives and ensure the collection and preservation of photos and other important documents.
- Handle all alumni communications and correspondence.
- Other duties and special projects as assigned by the Director of Development.

Team Player

- Work closely within the four-person development office.
- A collaborative and supportive member of the Graland community who...
- Builds and maintains strong relationships with peers, parents, alumni and all fellow school community members.
- Models caring, respect, patience, and appreciation of differences.
- Upholds school, employee, family and alumni confidentiality.
- Represents school in position and in community – understands voice of school.

- Participates in effective communication that is responsible, descriptive, and nonjudgmental.
- Adheres to all school policies and procedures.
- Offers support during development office special events that occur after work hours on weekends or at night.
- Actively participates in the school by attending non-development events, taking on duties to support daily operations and more.
- Likes to work with people and create solutions.

Qualifications

- Bachelor's degree
- Highly organized; able to prioritize, multi-task, project manage and consistently meet deadlines
- Excellent communication skills – with internal and external audiences, both written and verbal
- Ability to balance the relationship-building and interpersonal aspects of the job with the day-to-day office necessities (i.e., data entry, report creation and analysis, printing and mailing, etc.)
- Commitment to institutional equity and inclusivity efforts; enthusiastic engagement for further learning and training in this arena as a source of personal growth
- Technical skills including: Google Drive; Microsoft Office suite; high proficiency with varied social media platforms; experience with Blackbaud Raiser's Edge database platform, a plus

Compensation and Benefits

Compensation is between \$55,00 - \$65,000 and is commensurate with experience. Benefits include employer-paid health insurance, two weeks paid personal vacation plus school holidays and school vacations, as well as participation in a retirement plan.

About Graland

A great school never sits still. It keeps going, growing and evolving. Graland Country Day School is an independent school in Denver that serves students in preschool, kindergarten, elementary, and middle school. Since the school's founding in 1924, Graland has delivered an intellectually robust, character-based educational experience derived from current research about how children learn.

While so much in the world is changing, the school's focus remains the same: Graland is faithful to the enduring aspects of its mission while seeking new ways to promote character and intellectual excellence. We inspire students to pursue excellence with passion and intent

- academically, creatively and in their personal growth as engaged citizens and thoughtful leaders. We are constantly looking for ways to improve our program and keep it relevant for the next generation of students. Guided by our mission, values, and strategic plan, we go to extraordinary lengths to give children the best education possible.

Our current enrollment totals 700, and we have just over 100 faculty members, 70 percent of whom have advanced degrees. Graland's faculty and staff enjoy a collaborative, supportive environment where each member is encouraged to be a lifelong learner. Professional development, onsite childcare, a desirable location in the heart of Denver and other benefits make Graland a dynamic, inclusive and innovative workplace.

Our Mission

Achieve intellectual excellence,
build strong character,
enrich learning through the arts and athletics,
and prepare our students to be
engaged citizens and thoughtful leaders.

Our Motto: *Ascende Omnem Montem - Climb Every Mountain*

How to Apply

Qualified applicants should send a cover letter, resume and salary requirements to syoung@graland.org. All applications are to be submitted electronically.

Graland Country Day School is an Equal Opportunity Employer

It is the policy of Graland Country Day School to comply fully with all laws barring discrimination against employees, or applicants, for employment because of race, color, religion, sex, age, national origin, ancestry, sexual orientation, military discharge status or physical or mental handicap, or status as a disabled veteran or Vietnam-era veteran. This policy applies to recruiting, hiring, placement, promotion, discipline, demotion, rates of pay or other compensation, employee benefits, tuition assistance programs and termination of employment.