

THE DWIGHT SCHOOL FOUNDATION

Annual Fund Director

The Annual Fund Director is responsible for managing and growing a comprehensive and strategic annual giving program of approximately \$1.7M. Working closely with the Foundation Director, the Annual Fund Director will develop and implement efficient and effective cultivation and stewardship strategies for all constituencies, oversee a volunteer peer-to-peer solicitor network, manage a portfolio of donors, plan and support events as needed, and facilitate direct mail and online campaigns. The Annual Fund Director will work with The Dwight School Foundation Board of Trustees, collaborate daily with all members of the Foundation team, and report to the Foundation Director.

Job Responsibilities

- Create a compelling case for support of Dwight’s Annual Fund program for current and potential donors.
- Develop and implement a plan for increased Annual Fund support and participation rates across all constituencies including current parents, alumni, past parents, friends, and more.
- Oversee the creation and management of a volunteer peer-to-peer solicitor network – which includes strategy, messaging, and goal setting – along with the recruitment, training, and retention of engaged volunteers.
- Direct the development and production of all Annual Fund materials (coordinated with the Communications Department) for print, digital, and social media channels.
- Use prospect research to determine appropriate targets and solicitation strategies for individuals.
- Manage a portfolio of donors and solicit constituents for Annual Fund gifts as needed.
- Produce relevant Annual Fund content for school-wide and external publications.
- Help plan and execute cultivation and stewardship events for donors and volunteers.
- Oversee the timely processing and acknowledgment of Annual Fund gifts.
- Assist the Foundation staff as needed to support alumni relations, the Parents Association (PA), and other initiatives.
- Produce internal and external progress reports that evaluate overall success of the Annual Fund against benchmarks and develop strategies to increase effectiveness.
- Keep current with best practices, innovative developments, and trends in the annual giving field with a focus on the independent school community.

Qualifications

- Proven skill at conceptualizing, drafting, and editing annual fund appeals
- Volunteer management and personal gift solicitation
- Must be highly organized and detail-oriented
- Ability to multitask, and have exceptional writing and interpersonal skills
- Must be a collaborative team player
- Must take initiative and work independently
- Possess a demonstrated ability to work under pressure and meet deadlines
- Must be flexible as approximately 20 evening events and four weekend events are mandatory
- Must be proficient in Microsoft Office and have a working knowledge of Raiser’s Edge
- Bachelor’s Degree and five years of relevant development experience (preferably in education) are required.

Interested candidates should submit their most recent resume and cover letter to Diana R. Morel, SERAPIS, at dmorel@serapisconsulting.com with the heading “Dwight Annual Fund Director.” No calls please.

Dwight School Foundation’s goal is to achieve and maintain equal employment opportunities. It is also the policy of Dwight School Foundation to maintain a work environment free from discrimination based on race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetic information, veteran/military status, marital status or other status protected by federal or state law, with regards to any term or condition of employment.