

MISS PORTER'S SCHOOL

Title: Associate Director of Annual Giving

Department: Alumnae and Development Office

Job Status: Full-time, calendar year, including some weekends and evenings

Reports to: Chief Advancement Officer

Travel: Yes

The Associate Director of Miss Porter's School Annual Giving will advance the mission of Miss Porter's School by continuing a data driven approach to secure annual dollars for current use support from all constituencies. The ideal candidate is a proactive and creative problem solver, a careful listener, highly curious, entrepreneurial, analytically focused, highly collaborative and an exceptional institutional ambassador. The Associate Director will have a demonstrated commitment to equity and inclusion, be a self-starter with a strong work ethic, able to set priorities and meet deadlines, thrive on creativity and innovation, and have volunteer management or project management experience.

Position Summary:

The Associate Director responsibilities include the identification, cultivation, and stewardship of annual fund donors; developing data-supported strategies for Annual Giving for each constituent group including alumnae, parents, grandparents and friends; Works closely with the Alumnae and Development team, the Board of Trustees, the Parent Leadership Committee, the Alumnae Board and other volunteer fundraisers to meet articulated goals for annual dollars for unrestricted and restricted purposes. The Associate Director will also create digital and print materials for Annual Giving solicitations, publications, donor stewardship and special events.

Essential Functions:

- Work closely with the Chief Advancement Officer, Alumnae and Development colleagues, the Development Committees of the Board of Trustees, Parent Leadership Committee and the Alumnae Board to meet annual fundraising goals for ongoing and immediate needs. Work with and maintain confidential information.
- Use contemporary methods and tools such as data analytics and Artificial Intelligence to Analyze donor data to discern common demographic and geographic attributes to identify our best donor opportunities. Build or direct the creation of a prospect model using predominant characteristics of the current donor pool to uncover new donor opportunities.

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- Utilize multiple communications channels to secure annual gifts via strategically-segmented solicitations using mail, email, video, peer-to-peer, crowdfunding and other means.
- Create the strategy and oversee the execution of Farmington Give Day, the school's largest annual fundraising day.
- Collaborate with the Office of Communications to create and implement a comprehensive program of communication and solicitation for segmented annual donors, emphasizing the impact of consistent and increased giving.
- Utilize current and future CRM tools (Raiser's Edge, RENxt, GiveCampus etc.) to provide immediate and self-serve reporting on donors, prospects and volunteer effectiveness. Ensure that individual appeals are tracked, assessed, and their performance reported upon. Routinely test differing appeal strategies to refine solutions..
- Track data, and ensure analysis and reporting on multi-channel solicitation campaigns and progress toward goals to guide strategies and evaluate efforts to reach expected outcomes and proactively offer solutions when changes in strategies or tactics may be required.
- Commitment to the mission and Community Call to Action of Miss Porter's School and dedication to our effort to become an anti-racist institution. Demonstrated ability to work with and respect a diverse population of alumnae and colleagues across a dynamic educational campus.
- Oversee the work of the Assistant Director of Annual Giving.

Qualifications:

- Bachelor's degree in related area and/or equivalent experience/training. Master's Degree preferred.
- Minimum of 3 years of successful fundraising experience, preferably in an academic or non-profit environment.
- Proficiency with data analytics working with donor databases and reporting systems.
- Experience and/or skills sufficient to prepare, produce, and statistically analyze trends and create reports.
- Experience using social media platforms to engage volunteers and promote initiatives.
- Highly skilled communicator, both oral and written. Knowledge and experience working with volunteers.
- Familiarity with crowdfunding and online grassroots campaigns.
- Proficiency in current information and fundraising technology with emphasis on Google Suite and Raiser's Edge, Zoom, Give Campus, Canva and AI based tools
- Willingness to work flexible hours, including evenings and weekends.
- Willingness and ability to travel.

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Physical Conditions/Requirements:

- Sitting at a desk, using a computer much of the time.
- At events time spent standing and walking.
- Domestic travel is required.

Compensation:

The salary range for this position is \$65,000.00-\$70,000.00 per year.

Includes access to Miss Porter's benefits; health insurance, life insurance, retirement and paid time off.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Please submit your letter of interest and resume electronically (include job title in your subject line)

to: careers@missporters.org