**Director of The Annual Fund**

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Title: Director of The Annual Fund

Department: Development and Alumni Relations

Reports to: Director of Development

**Tradition**

Founded in 1789, Georgetown Preparatory is a Jesuit, Catholic college preparatory day and boarding school for young men, in North Bethesda, Maryland. Prep’s commitment to the 450 year-old Ignatian paradigm of a rigorous liberal arts curriculum emphasizes reflection, discernment, scholarly and programmatic excellence and personal responsibility. The curriculum exposes students to a breadth of knowledge and calls for critical evaluation and self-examination. Students are taught in small classes where they participate in active discussion with teachers and an atmosphere of genuine concern for the personal growth of the individual is fostered.

**Summary of Position Purpose**

Georgetown Prep seeks a dynamic, organized and experienced individual to fill the position of Director of the Annual Fund to join the Development Department.  The director will lead a growing and vibrant Annual Fund, overseeing all facets of the Annual Giving program through the cultivation, solicitation and stewardship of current parents, alumni, past parents, grandparents and other strategic constituencies, with increased emphasis on a portfolio of leadership prospects.  The director will assist in identifying and managing key volunteers who play a vital role in all aspects of our school.

The ideal candidate will have a proven track record of successful solicitations and a high-level of confidence in face-to-face meetings with donors and volunteers.

This position requires superb organization and interpersonal skills, as well as computer-based prospect management skills.  An ideal candidate will deeply enjoy data analysis and look for creative ways to integrate data with purposeful and strategic marketing.

The director is a member of the Development and Alumni Relations team.

Duties & Responsibilities:

* Plan, implement, and promote the School’s annual fundraising strategy

that supports Georgetown Prep's Strategic Plan as well as the goals of the Development Department;

* Manage a distinct portfolio of annual giving prospects and work with the Director of Development to appropriately identity and solicit additional Annual Fund gift prospects;
* Establish and build relationships with the school’s constituencies, locally, regionally, nationally and internationally as appropriate;
* Understand the School’s current database and database strategy;
* Work with the gifts processor and other teammates to ensure accurate and complete development database records;
* Execute a communications program supporting the School’s annual giving program;
* Recruit, train, develop leadership volunteers to assist with the Annual Fund program in collaboration with the Director of Parent Relations and Giving;
* Develop and manage a robust and comprehensive Annual Fund solicitation communication schedule and ensure it aligns with all School communications;
* Work with the Marketing and Communications Department to create Annual Fund marketing and solicitation materials for both mail and electronic distribution;
* Produce detailed management reports on the Annual Fund to the Development Department and the Development Committee of the Board of Trustees;
* Assist with the production of the School’s Annual Report;
* Work with the Director of Parent Relations and Giving and Director of Alumni Relations to recruit and develop parent Annual Fund representatives for the School’s parent and alumni constituencies;
* Serve as the contact person for alumni, parents, and others interested in information, services, and programs related to annual giving;
* Perform other duties as assigned by the Director of Development.

 Qualifications & Requirements:

* Bachelor’s degree from an accredited college or university;
* Three to five (3 to 5) years of experience in non-profit fundraising, secondary or higher education development, and/or a related field;
* The demonstrated ability to strategize, implement, and build constituency programs and activities, along with a talent for motivating volunteers;
* Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment;
* High professional and ethical standards for handling confidential information;
* Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines;
* Excellent written, oral, and interpersonal skills; demonstrated personal solicitation experience;
* Strong computer skills and knowledge of database research and maintenance; experience with Veracross a plus;
* Ability to work with students, as well as volunteers of all ages;
* Must be able to travel and work evenings and weekends as warranted;
* Familiarity with Catholic and Jesuit education is a plus.

To apply for any of our open positions, please begin the application process by clicking on this link:

<https://forms.veracross.com/Forms/gprep/ApplicationforEmployment/StartNew.aspx>

***As a Catholic institution, Georgetown Preparatory School is an Equal Employment Opportunity employer in compliance with all applicable EEO laws.***