



## **Seattle Preparatory School Manager of the Annual Appeal *Position Announcement***

### **School Mission and Description:**

Seattle Preparatory School is a Catholic, Jesuit college preparatory school with an enrollment of 785 students. Seattle Prep is guided by its mission statement: *We embrace the Ignatian ideals that God may be found in all things, that each person is sacred and that we are created to serve others in community. Our mission is to form discerning, transformational leaders who are intellectually competent, spiritually alive, open to growth, loving and committed to justice.* Located in the North Capitol Hill neighborhood of Seattle, Seattle Prep seeks qualified professionals to partner in our mission of forming “men and women for others.”

### **Job Description**

Seattle Prep is hiring a full time Manager of the Annual Appeal. This position joins an Advancement Office team which manages the school’s fundraising through annual, major, capital, and planned giving programs; alumni and constituent relations; and special events including the SPREE Auction. The Manager of the Annual Appeal has primary responsibility for coordinating all areas of Annual Appeal related giving, communication and marketing, database management, donor relations, and stewardship.

### **Essential Duties and Responsibilities:**

- Manage all Annual Appeal campaigns including Manage all aspects of Cover the Gap, End of Year, Give Tuesday, Grandparent, Past Parent, Friends of Prep, and Faculty and Staff appeals
- Complete Annual Appeal related tasks including preparation of communication plans, development of donor touch points, creation of solicitation, and thank you, letters
- Manage the research, cultivation, solicitation, and stewardship of a mid-major donor portfolio to grow sustainable revenue streams
- Coordinate with and develop reports for other departments including Communications and Admissions
- Manage communication and reporting to named endowments donors including descriptions of investment growth, use of investment returns, student thank you notes and student graduation notes
- Contribute compelling written content related to Annual Report and Panther Tracks as assigned
- Attend and provide support to Advancement events as assigned
- Participate as a member of the Advancement Department’s administrative support team, aiding with department tasks as directed by the Director of Advancement
- Participate in additional team meetings, activities, or other duties as needed
- Consistently and reliably attend all contracted responsibilities in-person
- Consistently and reliably manage physical, mental, and emotional stress to maintain stamina in fast paced working environment
- Consistently and reliably foster a spirit of collaboration by showing initiative, willingness to help others and commitment to team goals

### **Required Qualifications:**

- Experience – 2 Years’ experience managing an unrestricted annual fund for an equivalent size organizational budget
- Experience – Managing and Processing Donor gifts
- Education – Bachelor’s degree
- Customer and Personal Service — Knowledge of principles and processes for providing excellent customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Administration Management — Demonstrated knowledge of management principles involved in planning, commitment to quality, and responsive professionalism
- Time Management - Ability to manage time, meet deadlines and handle many details with accuracy
- Technical Skills – Excellent computer and database skills, including proficiency in Microsoft Office, word processing, mail merge, and Raiser’s Edge
- Technical Skills - Ability to learn new business software
- Communication Skills - Demonstrated exceptional oral and written communication skills
- Highly Developed Interpersonal Skills - Excellent ability to listen, promote gratitude, build relationships, and interact collaboratively with internal and external members of the community
- Ability to understand different perspectives, interact respectfully and collaboratively with colleagues, donors, volunteers, and other viewpoints and cultures
- Adaptability – Demonstrated ability to work in a professional and positive manner in a variety of situations
- Selective Attention — The ability to concentrate on a task over a period of time in different environments without being distracted and with high attention to detail
- Physical & Emotional Capabilities – Must be able to handle the physical and emotional aspect of working events with many diverse personalities in a fast-paced and variable setting
- Ability to handle sensitive and confidential matters with discretion
- Ability to work evenings and weekends during events

### **Other Details:**

- *Terms of Employment:* Full Time, 12-month, Level 1
- *Reporting:* Reports to the Director of Advancement
- *Job Classification:* This position is classified as Exempt – not overtime eligible under the FSLA and the WMWA
- *Salary Range:* \$70,000-\$85,000 annually. Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant’s skills and prior relevant experience, degrees, and certifications.
- *Benefits:* Benefit Allowance toward Medical, Dental, and Vision. Life and Disability Insurance, Employee Assistance Program, 403(b) Retirement Savings (with employer contributions after first year), FSA and Pre-tax Transportation and Travel Assistance Plans, Identity Theft Protection, Free Lunch Thursdays, Paid Sick and Personal Days, Paid Holidays and Vacation, and generous Private Employer PFML Plan
- *Additional Requirements:* Successful completion of criminal history background check and Safe Environment training.

### **Physical / Mental Requirements and Working Conditions:**

Physical Requirements: Lift up to 25 lbs., walk to different buildings, speak, hear, see, reach, bend, sit, stand, maintain stamina throughout a scheduled work shift and move hands and fingers sufficiently to type/write. There may be times when the position requires the ability to drive and to work outside.

Mental Requirements: synthesize, analyze, focus, concentrate, strategize, organize, and read emotional cues throughout a scheduled work shift despite distractions typical of a high school setting.

**Nondiscrimination Policy:**

Seattle Preparatory School does not discriminate in its employment decisions or practices on the basis of gender, age, race, color, marital status, honorably discharged veteran or military status, national and ethnic origin, sexual orientation or any disability which can be reasonably accommodated in the administration of its educational policies and school administered programs. If you would like an accommodation in the hiring process, please reach out to [employment@seaprep.org](mailto:employment@seaprep.org).

**Application Process**

Please submit a resume, cover letter and list of 3 professional references with contact information to [employment@seaprep.org](mailto:employment@seaprep.org)