



# ST. JOHN'S SCHOOL

<b>POSITION TITLE:</b>	Annual Giving Manager	<b>SALARY RANGE:</b>	\$85-\$95K
<b>DEPARTMENT:</b>	Advancement	<b>FLSA CLASSIFICATION:</b>	Exempt
<b>REPORTS TO:</b>	Associate Director of Advancement	<b>SUPERVISORY RESPONSIBILITIES:</b>	None
<b>POSITION PURPOSE:</b>	The Annual Giving Manager supports the daily operations of the \$6M+ St. John’s Fund. The St. John’s Fund is the School’s highest annual philanthropic priority and represents 10% of the School’s budget.		
<b>EDUCATION and/or EXPERIENCE:</b>	Candidates must have a college degree and 4+ years experience in fundraising. Preference will be shown for candidates with experience in an education fundraising environment - especially in Houston - or with a nationally regarded education institution with a strong advancement program. Experience working with sophisticated and knowledgeable fundraising volunteers is strongly preferred. This position requires proficiency in Excel, strong writing and proofing skills, attention to detail, good phone skills, and extreme organization. The successful candidate has the ability to set priorities, meet deadlines, demonstrate initiative, self-manage, and multi-task. The position requires poise, tact, confidentiality, and diplomacy. Experience in Raiser’s Edge is a strong plus.		
<b>LANGUAGE SKILLS:</b>	Ability to complete routine reports and draft correspondence. Ability to speak effectively before groups of people. Ability to respond to common inquiries or concerns from donors, or members of the community.		
<b>MATHEMATICAL SKILLS</b>	Ability to work with mathematical concepts, make statistical inferences, and review data for trend analysis. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.		
<b>REASONING ABILITY</b>	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.		
<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>			
<ul style="list-style-type: none"><li>▪ Conduct wealth screenings annually for new families for the purposes of informing portfolio assignments and strategic ask amounts.</li><li>▪ The coordination and staging of all solicitations from conception of the solicitation letter, to determining the appropriate signatory, to working with the Data Coordinator to create a targeted mailing list to working with a mailhouse to print and mail the completed solicitations.</li><li>▪ Maintain St. John’s Fund calendar and ensure deadlines are met.</li><li>▪ Communicate regularly and proactively with all St. John’s Fund volunteers, director of advancement, and advancement colleagues.</li></ul>			

- Prepare a draft agenda and materials for all St. John's Fund meetings.
- Work with Data Coordinator to update database and spreadsheets with pertinent information gleaned from meetings.
- Identify, document, and strategize next steps from meetings and communicate to all involved. When applicable, update solicitor assignments after each meeting.
- Work with Data Coordinator to prepare St. John's Fund reports as scheduled and review reports on a regular basis for trend analysis and identify key upcoming priorities. Discuss key priorities with volunteer and staff leadership.
- Manage and meet with Alumni Class reps and Faculty Reps by updating them on their reports and progress. Assist with recruitment of reps.
- Prepare and manage the Alumni Phonathon event by preparing all materials, reports, and emailed solicitations.
- Work with Data Coordinator to steward consecutive donor circles of 10+ and 20+ years
- Coordinate closely with the communications team to ensure effective and timely communications to volunteers and to the community. Provide communications team with quality content for those communications.
- Assist Director of Portfolio Management in preparing written reports for Board of Trustees meetings and other Advancement Committee meetings. Review previous reports to ensure ability to generate similar information.
- Establish and monitor St. John's Fund benchmarks areas such as number of gifts at each level, upgrades, participation levels, and goals for various divisions of the campaign. Track and communicate these benchmarks regularly.
- Help prepare and update thank you notes and acknowledgements.
- Responsible for the publication, proofing, and the ultimate accuracy of the St. John's Fund donor listings in the annual Report on Giving and Proof Sheet.
- Monitor budget for St. John's Fund line items and ensure budget compliance. Communicate budget limits clearly with vendors and service providers.
- Create or update all campaign materials including but not limited to volunteer organization chart, volunteer rosters, volunteer role descriptions, St. John's Fund brochure, etc. Work with Data Coordinator to update the database with the volunteer roles and provide volunteers with materials in advance and as requested.
- Become familiar with gift acceptance policies, fundraising, and gift recognition guidelines.
- Be able to communicate the ways to give such as for giving stock, on-line giving, and other non-cash giving.
- Work with the Data Coordinator each spring to send timely pledge reminders and matching gift reminders.
- The above noted job description is not intended to describe in detail the many tasks that may be assigned. Since the nature of business demands change, so too, may the essential functions of this position.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, and ability to adjust focus. Close vision such as see well enough to read, work on computer and recognize faces.

<b>WORK ENVIRONMENT</b>
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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.
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Link to apply:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=274803&clientkey=68E0F18F1A5665C6F72B0250E7CD8404>