



# THE FLETCHER SCHOOL

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## THE RANKIN INSTITUTE

The Fletcher School is a non-profit, independent school offering a comprehensive educational program designed to build the academic, social and emotional competence of students with specific learning disabilities and/or ADHD. The program enables students in grades K-12 to experience success and embrace their unique talents. The Fletcher School program offers a student to teacher ratio of six to one (6:1) and is based on the principles of the Orton-Gillingham approach to teaching reading, writing, spelling, math, and all subject areas as part of a total language system. Instruction is sequential, cumulative, and repetitious in order to achieve mastery and ensure success for the student.

### **Annual Giving Manager**

#### **Job Summary**

The Annual Giving Manager is responsible for the design, execution, and management of a comprehensive annual giving program, including the coordination and oversight of supporting initiatives in the areas of advancement services and donor relations. The Annual Giving Manager reports to the Director of Advancement and is a full-time, exempt employee.

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

- Actively support the mission of The Fletcher School in the execution of their role and responsibilities.
- Plan and implement the school's annual giving program.
- Raise specific dollar amounts determined by the Head of School and Director of Advancement.
- Manage a portfolio of annual donor prospects and assist with major donor cultivation, when appropriate.
- Develop Annual Fund strategies for current families, past families, former Board members, grandparents, community members, and alumni.
- Develop coordinated communication and solicitation strategies involving mail, direct mail, email, phone, face-to-face visits, and fundraising volunteers.
- Coordinate with other Advancement staff to ensure the accurate recording of donor and prospect information entered into the database.
- Coordinate with other Advancement staff to ensure the accurate recording of gifts received into the database.
- Help to identify potential major gift prospects through database analysis and donor engagement.
- Administer proper stewardship and donor recognition for the Annual Fund and other funds as

necessary.

- Prepare regular fundraising reports including, but not limited to, weekly, monthly, annual, and Board reports.
- Develop an annual budget for the Annual Fund.
- Monitor the monthly and yearly activity of the Annual Fund budget.
- Regularly evaluate strategies, prospecting, segmenting, recognition, and stewardship.

## **Qualifications**

- Bachelor's degree.
- Two to three years of relevant philanthropy experience.
- Proven experience with creating, planning, and implementing annual giving initiatives that meet fundraising goals.
- Proven experience in database entry, analysis, reporting, and project management.
- Proven experience in relevant donor software database.
- Proven experience with volunteer engagement and management.
- Ability to assess donor data and segment appropriately.
- Ability to interact with donors and ask for leadership annual gifts.
- Ability to initiate projects, be flexible, and work independently.
- Ability to prioritize appropriately when facing multiple responsibilities and tasks.
- Ability to communicate effectively, both written and oral communications.
- Advanced capabilities in technology, including Excel and IOS.
- Excellent organizational skills and meticulous attention to details.
- A collaborative spirit and strong work ethic.
- A passion for education and a willingness to go above and beyond in support of students.

## **General Requirements**

- A criminal history background check is required of all employees.
- A drug test is required of all employees.
- Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The Fletcher School participates in the E-Verify program.
- References will be required.

The Fletcher School recognizes diversity and an inclusive school environment are vital elements of a holistic academic program. All employment decisions are based on business needs, job requirements, and individual qualifications, without regard to race, sex, color, age, gender identity or expression, sexual orientation, national origin, religion, creed, disability, family or parental status, genetics, veteran status, or any other status protected by federal or state laws or regulations. The Fletcher School prohibits discrimination and harassment based on any of these characteristics.