

**Job Title:** Associate Director of Annual Giving

**Job Family:** Administrative

**Reports To:** Vice President of Development

**Number/Titles of Subordinates:** None

**Peers:** Alumni and Parent Relations Coordinator, Development Associate

**EEO:** Full-Time

**N/E:** Non-Exempt

**Main Purpose of the Position:** VCS seeks an individual with experience in educational fundraising to fill the position ofAssociate Director of Annual Gifts in the *Extend the Gift* Development Office. The primary responsibilities of this position consist of coordinating messaging and direct communication for the solicitation of the parent body, increasing participation in annual giving to the Warrior Fund. A key element of this position is the ability to clearly articulate the mission and purpose of Valley Christian Schools, the mission of the *Extend the Gift* Development Office and the need for funding. This position reports to the Vice President of Development and works closely with development team members in alumni relations, campaigns, marketing and communications, planned giving, and special events.

The individual must have excellent communications skills, be extremely organized, and able to work in the fast-paced environment of an independent K-12 school. This individual should have some experience in fundraising, including direct solicitation, preferably in an educational or membership institution, or a cultural organization.

**Christian Role Model Commitment:**

* Express a testimony of a personal relationship with God through Jesus Christ.
* Serve as a Christian role model and a consecrated Christian, dedicated to the purpose and goals of the Christian school.
* Have an understanding of the philosophy and objectives of Valley Christian Schools.
* Be regular in attendance at a Christian Bible believing church of your choice.
* Be in agreement with the VCS Statement of Faith and be committed to daily prayer and spiritual growth. (I Tim. 1:3; I Tim. 2:1-8; I Tim. 3:1-13; I Thess. 5:11-28; Rom. 12:14-21; Rom.14: 4; Gal. 6:1-10).

**Personal and Professional Qualifications:**

* Have a proven evidence of adequate preparation, background and ability required by the position
* Be committed to implement and enforce policies and follow prescribed procedures.
* Have the skill to make and effectively communicate timely decisions
* Have the ability to foster creativity and be responsible for innovative ideas

**List Job Duties:**

**Annual Giving**

* + Work with the Vice President of Development to ensure the school is achieving its goals for annual giving dollars raised, percentage of participation and consistency of giving, average gift size, and leadership giving
  + Coordinate, implement and execute comprehensive, year-long parent, annual giving solicitation strategy, including telephone campaign, direct mail, and volunteer engagement
  + Work with Vice President of Development to refine all phases of the annual giving cycle
  + Prepare reports and analysis to monitor annual giving revenue and participation levels.
  + Collaborate with the Director of Development and Director of Alumni Relations to build and implement an annual alumni giving program

**Essential Functions:**

* + Contribute to monthly e-newsletters
  + Serve as the primary research officer in the Development office, conducting donor research, preparing donor and prospect profiles, and updating existing donor profiles
  + Participate in the planning for and implementation of the Quest Ball, VCS’ annual fundraising gala

**Non-Essential Functions:**

* As a member of the Development team, this position is responsible for a variety of tasks that will arise throughout the year, ranging from donor relations, to event planning, to mailings. It is expected that every member of the Development team will make him/herself available to complete needed tasks as they arise, always with a donor-centered approach. This position will be responsible for sharing office administrative duties, such as data upkeep, filing, etc.

**Supervisory Responsibilities:** None

**Knowledge and Skills:**

* + Able to prioritize own workload to meet agreed deadlines and accomplish goals
  + Accuracy and attention to detail
  + Excellent verbal and written communication skills
  + Excellent interpersonal skills and the ability to liaise effectively with a variety of stakeholders
  + Excellent organizational, time management, and project management skills
  + Strong initiative, high energy level, enthusiastic and flexible.
  + Bachelor’s degree from an accredited college or university
  + One or more years working in independent school fundraising or other non-profit fundraising
  + Project management with telephone campaigns experience a plus
  + Experience with and understanding of independent/private school model of fundraising, desired
  + Significant experience in Microsoft office, knowledge of Donor Perfect software, desirable
  + Experience working with volunteers

**Fiscal Responsibilities: (Budget responsibilities, approval privileges, reporting and auditing)** None

**Extent of Public Contact: (Type and frequency)**

Daily contact with teachers, staff, coaches, students, parents, guests, and school administrators.

**Physical Demands: (Lifting, walking, equipment operations)**

Ability to operate a computer and other office equipment. No heavy lifting.

**Working Conditions and Environment: (Travel, usual work hours, environmental conditions)**

Work is performed in an office environment. Position is not required to travel. Willing and able to work occasional nights and weekends.