



## DIRECTOR OF THE ANNUAL FUND

**THE POSITION** Hawken School is seeking a full-time Director of the Annual Fund to manage all aspects of Hawken's annual giving program (currently at \$1.5 M). In addition, as a member of the Advancement team, this position will take on important responsibilities within the alumni relations area. The specific responsibilities of this position include, but are not limited to, the following:

- Develop and implement a comprehensive annual giving structure, plan and calendar, from strategy to implementation with the goal of maximizing participation and dollars.
- Manage solicitation for the annual giving program of the following constituencies: alumni, parents, grandparents, parents of alumni, faculty/staff and friends of the School.
- Manage solicitation of James A Hawken Society leadership gifts.
- Focus on renewing and upgrading current donors, as well as increasing the overall participation rate of all constituencies through the acquisition of new donors to the Annual Fund using direct mail and online platforms, phonathons, and recruitment and management of volunteer leadership.
- Personally manage and solicit a portfolio of donors.
- Work effectively and collaboratively with colleagues throughout the Advancement department to achieve Annual Fund goals, as well as other critical departmental goals and objectives.
- Partner with Database Manager relative to tracking appeals, processing gifts, analyzing results, and generating acknowledgements and reminders.
- Collaborate with the Marketing department to create and prepare all Annual Fund solicitation and promotion materials, both print and electronic.
- Actively engage in social media and other communication activities with members of the Advancement department. Stay abreast of evolving changes in how and why millennials give.
- Participate in alumni and parent engagement activities which are divided among the members of the Advancement team – a critical responsibility for each member of the team.
- Collaborate with others in the Advancement office on outreach and fundraising efforts for Reunion giving.
- Work closely with members of the Advancement team to coordinate events, including Reunion/Homecoming Weekend, Winter Luncheon, Grandparents Days, Career Roundtable, Alumni Give Back Day, Senior Class activities, JAH Society event and other events as needed.
- Work closely with and report to the Co-Director of Advancement.

**QUALIFICATIONS** Qualified candidate must have at least three years of experience in fund raising and a Bachelor's degree. Proven success working effectively with staff, volunteers, parents, alumni and friends of the School is essential. Results-driven and highly organized, this energetic team member will also be social media savvy and skilled at database mining.

**THE SCHOOL** Hawken School is an independent, college preparatory day school with an endowment in excess of \$55 million, 5,000 alumni and 970 parents. With campuses in Lyndhurst, University Circle, Cleveland and Gates Mills, Ohio, the School serves over 1,200 students in preschool through grade 12.

Founded in 1915, the School prepares capable and committed students for the real-world through the development of character and intellect. Innovative schedules support individualized student attention, and educational partnerships with world renowned institutions offer dynamic learning opportunities. One of Hawken's principles, to appreciate difference and individuality, is at the forefront in our search and we are keenly interested in candidates with a proven commitment to engaging in and promoting a diverse, multicultural community. To learn more about Hawken School and the future of education, visit our website at [www.hawken.edu](http://www.hawken.edu).

**HOW TO APPLY:** Qualified applicants should send a cover letter, resume and references to [hawkenemployment@hawken.edu](mailto:hawkenemployment@hawken.edu) attention Kathleen Guzzi, Co-Director of Advancement, Hawken School.

Hawken School is an equal opportunity employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.