

## **Assistant Director of Annual Giving** (February 2019)

Western Reserve Academy – Hudson, Ohio

Function: Works with the Annual Giving Team to develop and implement plans to maximize alumni dollars and participation in The WRA Fund, Western Reserve Academy's signature fundraising program.

### Duties and Responsibilities

- Direct fundraising activity and volunteer management for assigned classes:
  - Determine strategy and goals for each assigned class.
  - Recruit, train, manage class volunteers.
  - Ensure that each class meets stated goals and adjusts tactics as necessary.
  - Identify opportunities and strategies for Leadership Annual Giving and Reunion Giving.
  - Work closely with Major Gift officers to coordinate strategies for Major Gift prospects.
  - Maintain frequent contact with volunteers and donors through visits, correspondence, and telephone.
  - Coordinate with Alumni Relations and class leaders on the planning for each class's Reunion Weekend programs, including helping to recruit fundraising leadership for their special reunion efforts.
  - Attend and provide support to major department-organized events including, but not limited to, Reunions, regional events, recognition events, parents' weekends and special dinners.
  - Collaborate with Marketing & Communications Department on creative concepts, design and content of printed and electronic materials.
  
- Donor Relations and Stewardship:
  - Follow-up with donors in a professional, timely manner
  - Assist with the preparation and production of the Annual Report of Giving
  - Help promote a culture of philanthropy at Western Reserve Academy; further student, faculty, staff and alumni understanding of the role philanthropy in making WRA great
  - Is an active and visible participant in the life of the Western Reserve Academy community.

### Qualifications

- Bachelor's degree required. One to three years' prior alumni relations/development or transferable experience.
- Experience in development and/or independent schools as a student, staff member or volunteer.
- Clear and persuasive written and oral communication skills.
- Ability to motivate and cultivate relationships with alumni volunteers and students.
- Ability to handle many tasks simultaneously; works well with others.
- Must be an organized self-starter of high integrity and strong attention to detail.
- Highly motivated, proactive, energetic and eager to learn; likeable and versatile.
- Experience with Microsoft Office. Raiser's Edge experience a plus.

Please submit a cover letter and resume to Andrea Brechtelsbauer, Director of Annual Giving Programs, Western Reserve Academy, 115 College St., Hudson, Ohio 44236 or by email at [brechtelsbauera@wra.net](mailto:brechtelsbauera@wra.net).