



Blair Academy

DIRECTOR OF ANNUAL GIVING

Blairstown, NJ

Blair Academy is a co-educational, grade 9th-12th/postgraduate boarding school situated on 460 hilltop acres just minutes from the Delaware Water Gap and approximately one hour west of New York City. The school is 83 percent boarding, possesses exceptional facilities and faculty housing, and is committed to the continuing education of employees. Learn more about our campus and programs at the School's website at www.blair.edu.

START DATE: JULY 1, 2024



POSITION SUMMARY:

Blair Academy's Office of Advancement has an opening for a twelve-month, full time Director of Annual Giving. This position offers an opportunity for a talented fundraiser to lead a team, collaborate with others and continue to cultivate a rapidly growing annual fund. A successful candidate will be energetic, enthusiastic, a team player and have a creative mindset. This position reports to the Director of Major Gifts and Annual Giving.

PRIMARY RESPONSIBILITIES:

Primary responsibilities will include a strategic mindset for the annual fund and the programs that fall within it. This candidate will also manage a portfolio of donors and volunteers. Creativity and collaboration within the office is key to success in this role.

■ Fundraising (50%)

- Identify, cultivate and solicit Blair Fund gifts from assigned classes.
- Manage a number of reunion classes to encourage annual giving and reunion attendance.
- Identify, recruit and engage volunteers for class outreach and/or solicitation.
- Manage a portfolio of assigned prospects: visit personally or work with other staff to coordinate a cultivation/solicitation/stewardship visit.

■ Program Responsibilities (50%)

- Direct reports: Assistant Director of Annual Giving & Associate Director of Annual Giving.
- Develop mail, phone and email solicitation strategies, messages, marketing materials and website.
- Manage campaigns that affect the Blair Fund dollars and donors: Day of Giving, The Peddie Challenge and others.
- Manage the True Blue loyalty giving program with the Director of Stewardship.
- Coordinate the solicitation of the alumni Blair Fund top prospects (\$500+).
- Coordinate engagement events and/or network opportunities (work with the Director of Alumni Relations).
- In conjunction with the Director of Alumni Relations, manage the alumni-focused social media platforms.

QUALIFICATIONS:

- A bachelor's degree and 3 to 5 years of fundraising experience, preferably in annual giving.
- Extensive database experience with Raiser's Edge, Blackbaud NXT and GiveCampus.
- Proficiency in Google Workspace, Zoom and email marketing platforms.
- The ability to travel and attend evening and weekend events when necessary.
- Exceptional writing and communication skills.
- Demonstrated understanding of independent schools and philanthropy.
- Demonstrated initiative to multitask and meet deadlines across multiple projects.
- The ability to develop timelines and manage a budget for the annual giving program.
- The curiosity, creativity and growth mindset to inspire donors and colleagues to grow the Blair Fund.

SCHOOL SETTING:

Founded in 1848, Blair Academy is a dynamic, coeducational boarding school in northwest New Jersey where 460 students pursue a superior college preparatory education empowered by strong faculty-student relationships and a vibrant community life.

HOW TO APPLY:

Blair Academy has partnered with Dovetailed on this search. Interested candidates should email a cover letter (addressed to Director of Human Resources Jackie Roecker), a resume, and a list of at least three professional references consolidated as a single PDF document to Alison Moore, Senior Recruiter at alison@dovetailedsourcing.com.

Blair Academy seeks and supports employees who enliven and strengthen our community through their contributions to our classrooms, extracurricular activities and their desire to bring people together in a welcoming, inclusive community. We are committed to hiring people from a diversity of backgrounds. We do not discriminate against any applicants, as we ensure equal employment opportunities for all.