



# Wilbraham & Monson Academy

## DIRECTOR OF ANNUAL GIVING

📍 Wilbraham, MA



**START DATE:** July 1, 2024

### ABOUT THE SCHOOL:

WMA is an independent, college-preparatory, coeducational middle and upper school for boarding and day students. Located in Wilbraham, Massachusetts, our student body of 400 students represents 34 countries.

### JOB PURPOSE:

The **Director of Annual Giving**, reporting directly to the Director of Advancement, is responsible for the design, strategy and implementation of the Atlas Fund, the Academy's comprehensive annual giving program. We are seeking a dynamic, creative, innovative, analytical and strategic leader to build on recent success and grow annual fund support. The Director will work closely with key constituents to implement a strategic annual fund program to increase both the amount raised and the number of donors participating. The Director will collaborate with other Advancement team members to sustain, grow support from and deepen the connection between the Academy and our alumni.

### DUTIES AND RESPONSIBILITIES:

- Strategize, develop, implement, build and manage a comprehensive annual giving program that supports the goals established by the Director of Advancement, Head of School, CFO and the Board of Trustees.
- Utilize a coordinated matrix of communication, outreach and solicitation strategies that includes but is not limited to direct mail, email, phone calls, volunteer engagement and personal visitation.
- Work closely with Gift Accountant and Director of Stewardship and Donor Relations to ensure that all gifts are acknowledged in a timely and appropriate manner.
- Work closely with the Director of Alumni Relations to coordinate event programming that supports annual fundraising goals.
- Work closely with the Director of Stewardship and Donor Relations to ensure appropriate recognition of donors who are members of the 1804 Leadership Society.
- Regularly monitor progress towards established goals and prepare analysis and/or reports for the Director of Advancement, Head of School and Board of Trustees as requested.
- Cultivate and maintain relationships with individual donors and volunteers.
- Manage an assigned prospect pool of approximately 75 constituents and conduct between 8-10 face-to-face visits monthly.
- Attend constituent events locally, regionally and nationally as required.
- Other duties as assigned.



## QUALIFICATIONS:

- Bachelor's degree required.
- Minimum 3-5 years of fundraising experience and proven track record of meeting fundraising goals, preferably in an education-related environment.
- Computer proficiency with strong skills in MS Office and Google Suite.
- Experience with Blackbaud Raiser's Edge or other CRM database software preferred.
- Ability to learn and become proficient with other proprietary and non-proprietary software.
- Flexible and self-motivated with the ability to work collaboratively and positively as a member of a team in a fast-paced setting focused on achieving institutional goals.
- Excellent verbal and written communication, planning and organizational skills.
- Ability to manage multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.
- Strong interpersonal skills and the ability to work effectively with parents, faculty and other employees at various levels with tact and professionalism.
- Openness to new ideas and their implementation and the ability to adapt to changing situations appropriately.
- Ability to travel regionally, nationally and internationally as needed to meet with assigned constituents on behalf of the Academy.
- Attend events on campus, regionally and nationally as necessary and as requested.
- Typical business hours are M-F 8 a.m. to 4 p.m.; however, weekend and evening hours may be required throughout the year.

## PHYSICAL REQUIREMENTS:

Physical demands include dexterity for office machines including but not limited to computers, telephones, copy machines, and printers. Common physical demands include stooping, bending, reaching, walking, and sitting or standing for extended periods.

## ACCOMMODATION:

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by Administration on a case-by-case basis.



## HOW TO APPLY:

Wilbraham & Monson Academy has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Director of Advancement, Mark Aimone), 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](mailto:alison@dovetailedsourcing.com). Please do not contact the school directly.

## EQUAL EMPLOYMENT OPPORTUNITY:

*Wilbraham & Monson Academy is an equal opportunity employer. It is our policy to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard for race, creed, religion, national origin, sex (including sexual orientation, gender identity, or expression), and pregnancy, age, physical or mental disability, genetic information or veteran status.*