



Presentation High School Annual Giving Director

Presentation High School, located in the heart of Silicon Valley, is seeking an experienced Annual Giving Director for a full-time position starting on or before August 1, 2021.

Full-time/Part-time: Full-time

Classification: Exempt

Reports to: Director of Advancement

Summary:

This position is responsible to develop and implement a comprehensive, metrics-driven annual giving plan, drive long-term donor cultivation and stewardship, and grow revenue from various constituencies. The Annual Giving Director will collaborate closely with the Director of Advancement, the advancement team, and key leadership to coordinate a comprehensive fundraising plan each year providing short-term and long-term vision to this essential development function.

Duties and Responsibilities

- Create, execute and evaluate the plan for annual giving that reaches all constituencies (current parents, alumnae, parents of alumnae, friends of Presentation, grandparents, faculty/staff, which includes our Spanish-speaking community). Develop goals and strategy by constituent group. Annual giving includes Panther Fund, Crowds4Pres day of giving, and Financial Aid.
- Lead Panther Fund committee. Recruit, train, and manage an all-volunteer team to meet participation and financial goals and meet campaign objectives. Responsible for renewal of donors with multi-year pledges.
- Direct Crowds4Pres giving campaign in spring. Design communications (email and video) plan with PR and coordinate website updating throughout the campaign. Actively involve program directors who benefit from the campaign.
- Oversee renewal of Direct Aid pledges and cultivate new donors to meet the ever-increasing Direct Aid needs.
- Collaborate with Alumnae Relations Director to sustain and grow support from and connection between alumnae and Presentation.
- Manage a portfolio of leadership donors with specific goals for contact and advancement. Provide support to additional staff (Director of Advancement, President, etc.) who maintain portfolios. Lead regular donor prospect meetings and coordinate necessary donor briefings.
- Stewardship of annual giving donors in conjunction with the Director of Advancement to build strategies for moving donors to higher giving levels.
- Coordinate communications strategy around fundraising campaigns to educate and cultivate a culture of philanthropy in support of the mission of PHS.
- Meet regularly with the President and Director of Advancement. Report to Advancement Committee of the Board of Directors as requested.



- Work in tandem with Stewardship Director on stewardship events and annual giving recognition.

Education & Experience

- Bachelor's degree or equivalent experience required.
- 5 years of successful fundraising experience, preferably in secondary education in annual giving, development, advancement services, or related field.
- Minimum 3 years project management experience and supervisory experience. Volunteer management experience preferred but not required.

Knowledge, Skills, and Abilities

- Total resonance with the mission, vision, and values of Presentation High School and the Catholic education tradition including a demonstrated commitment to diversity, equity, and inclusion.
- A self-starter and team player with a sense of urgency who is driven to learn and continually identify and determine ways to improve their fundraising implementation and professional skills and source and solve problems and challenges that arise.
- Develop and present recommendations for modernization of internal systems and updated best practices.
- Demonstrate complete integrity and inspire trust in order to effectively establish and maintain cooperative working relationships within a diverse, multicultural environment and promote and contribute to an inclusive and respectful workplace.
- Strong interpersonal skills to communicate effectively with a wide-ranging audience, including leadership, parents, volunteers, alumnae, faculty/staff, and external stakeholders.
- Knowledge of ResearchPoint
- Proficient in Blackbaud Raiser's Edge
- Proven networking skills
- Track record of donor relations and donor acquisition
- History of meeting or exceeding budget income

Physical Demands

The physical demands described below represent those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, as amended, the California Fair Employment & Housing Act, and all other applicable laws, Presentation High School provides reasonable accommodations for qualified persons with disabilities. A qualified individual is a person who meets the skill, experience, education, or other requirements of the position and who can perform the essential functions of the position with or without reasonable accommodation.



Expectations for the position

- Considerable time is spent at a desk using a computer terminal
- Required to travel to other buildings on the campus
- May be required to attend off-site meetings and gatherings at locations across the Bay Area
- May be required to attend conference and training sessions within Bay Area or in- or out-of-state locations
- Occasional travel in support of school initiatives
- May be required to lift up to 10 lbs

Work Environment

The work environment characteristics described below represent those an employee typically encounters while performing the essential functions of this job.

- Typical office environment
- Mostly indoor office environment with windows
- Time spent throughout campus observing activities
- Offices with equipment noise
- Offices with frequent interruptions

EEO Statement

Presentation High School is an Equal Opportunity/Affirmative Action employer committed to excellence through diversity and inclusion. In this spirit, particularly welcomes applications from women, persons of color, and members of historically underrepresented groups. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity or expression, age, status as a protected veteran, status as a qualified individual with a disability, or other protected category under applicable law. The school will provide reasonable accommodations to individuals with a disability.

Application Process

Interested applicants are asked to download the appropriate application at [Presentation Employment Opportunities](#). Complete the application and email your application, a letter of interest/cover letter, resume, and contact list of three professional references to employment@presentationhs.org. Qualified applicants will be contacted regarding the next steps.

