



## **MOORESTOWN FRIENDS SCHOOL**

### **Director of Annual Giving**

At Moorestown Friends School, we weave academic rigor with Quaker values to serve a dual purpose: offering uncommon intellectual challenges while also instilling vital emotional and ethical attributes that empower our students. Our focus on relationships creates conditions for great intellectual daring, remarkably productive collaboration, and courageous perseverance. And our Quaker values impart universal principles of equality, compassion, reflection, and responsibility—which serve students from all backgrounds and belief systems and remain relevant in rapidly changing times.

**Summary:** Responsible for managing all aspects of the school's Annual Giving Program, the Director recruits, manages, and supports a significant number of volunteers across all school constituencies to assist in the school's fundraising initiatives. The Director regularly makes personal visits for cultivation and solicitation.

This is a full-time, 12-month, exempt, administrative appointment, renewable annually. The Director of Annual Giving reports to the Director of Development and receives guidance from the Assistant Director of Development. There are frequent evening and weekend obligations including committee meetings, special events, and regional alumni gatherings. Salary is commensurate with qualifications and experience. There is a competitive benefits package. The MFS Development Office works collaboratively and regularly as a team on a number of major projects. The Director of Annual Giving is an important member of the team, and will take a lead role as noted below.

#### **Duties & Responsibilities:**

- Develop and implement an annual solicitation plan with key themes, messages, and calendar of targeted solicitations for all school constituencies.
- Prepare timely, written reports on visits and other contacts with key prospects. Progress steadily to average eight face-to-face prospect meetings each month, including alumni class representatives, parent, guardian, and alumni prospects, to evaluate, cultivate, or solicit prospects.
- Identify, recruit, train, motivate, and support volunteers to assist in the solicitation of Alumni, Parents of Alumni, Parents/Guardians, Grandparents, Trustees, Faculty & Staff, Members of the Senior Class, Organizations, and Friends of the school. This includes drafting solicitation letters, e-blasts, scripts, etc. for each of these constituencies.

- Organize, implement, and manage Annual Fund solicitations via face to face, mail, e-blast, email, social-media, texting and phonathon campaigns, Community Days of Giving, etc. Track and evaluate the effectiveness of appeals.
- Work with staff and vendors to design direct mail materials, online giving web pages, e-mail solicitations, and social media postings including videos, as well as the Annual Report and event invitations.
- Attend and support Alumni Weekend activities, as well as regional alumni events.
- When requested, prepare prospect reports prior to visits by the Head of School, Development staff, or Trustees.
- Work with Development staff to maintain Raiser's Edge database and other record-keeping systems, to accurately report and acknowledge gifts, to track progress on giving to the Annual Fund, and to compile the Annual Report.
- Support the solicitation of and stewardship of current use gifts.
- Work with the Gift Acknowledgment Coordinator to accurately and efficiently acknowledge Annual Fund donations.
- Develop and maintain a thorough knowledge of MFS history, mission, culture, strategic goals, and fundraising initiatives in order to effectively articulate the school's program and fundraising objectives, and speak publicly on the value of an MFS education.

**Qualifications/Requirements:**

- Bachelor's degree
- Strong interpersonal skills with the ability to effectively and persuasively communicate and engage with the diverse communities within the school.
- Excellent public speaking skills.
- The position requires superior planning, organization, writing, and editing skills.
- Effective team member with an ability to independently pursue projects in an entrepreneurial manner.
- Willingness to be deeply involved in the life of the school.
- Personable and professional, exhibiting good judgment and a sense of humor.
- Detail-oriented with the ability to maintain confidentiality and discretion.
- Previous independent school, collegiate, or non-profit fundraising/development and volunteer management experience is a plus.
- Experience with Raiser's Edge software is an asset.
- Must be able to travel and work evenings and weekends as needed.
- A commitment to the values and spiritual foundation of a Friends school.

**Benefits:** Moorestown Friends School offers a comprehensive benefits package which includes paid time off, medical, dental, vision, 403b with matching contribution, and company paid life insurance and long-term disability. Moorestown Friends School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

**Contact:** Interested and qualified candidates should forward via e-mail a cover letter, resume (including the contact information of three professional references), and writing sample to the following:

Andrew Fletcher  
Director of Human Resources  
Moorestown Friends School  
110 E. Main Street  
Moorestown, NJ 08057  
Phone: 856-914-4408  
[afletcher@mfriends.org](mailto:afletcher@mfriends.org)