



SAINT ANN'S SCHOOL

POSITION ANNOUNCEMENT: CAMPAIGN DIRECTOR

The Campaign Director will oversee the strategy and day-to-day operations of long-term fundraising initiatives at Saint Ann's, helping the School realize its mission to "nurture the wonder of children." Key responsibilities include building meaningful and sustained relationships with constituents, soliciting leadership gifts, and planning and executing current and future campaign initiatives to meet the School's ongoing needs through capital, endowed, and planned giving.

The objective of the current campaign, *Saint Ann's Now + Tomorrow*, is to secure \$30MM to fund the purchase and renovation of a new learning space targeted to open in the fall of 2026.

The Campaign Director reports to the Director of Advancement and is a full-time and ongoing position. In addition to directly supervising a Campaign Associate, the Campaign Director will manage volunteers engaged in campaign outreach.

ABOUT SAINT ANN'S SCHOOL

Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student and free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. With a faculty and staff numbering close to 400, and nearly 1100 students, Saint Ann's is among the largest and most selective independent schools in New York City. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a love of learning and sustain creative energy in every field of endeavor. We accomplish this by bringing together talented teachers with creative and motivated students. Saint Ann's is committed to centering anti-racism in the life of the school. Seeking to create a community rooted in trust and equity, we invite each other to take risks, pursue knowledge, and celebrate growth.

RESPONSIBILITIES

Advancement Office (General) Responsibilities

- Collaborate with the Advancement and Communications teams to advance the mission and



strategic goals of the School

- Foster strong relationships with Saint Ann's community members across all constituencies and represent the School at community events
- Partner with the Director of Advancement, Head of School, and the Board of Trustees to advance a culture of philanthropy at the School

Campaign Responsibilities

- Manage a portfolio of high capacity donors to solicit personally
- Work closely with Campaign Associate and Database Manager to manage the donor pipeline and ensure accuracy and efficiency of data entry, reporting, and gift acknowledgment
- Support Trustees in all Campaign related outreach
- Conduct donor wealth screenings and lead prospect research
- Prepare regular Campaign updates and analysis for school leaders
- Partner with the Director of Advancement, Head of School, and Trustees to prioritize prospects and determine individualized strategies
- Support consistent growth of the Annual Fund by coordinating donor outreach with the Director of Annual Giving
- Develop and implement a planned giving strategy
- Pursue foundation funding from new and established relationships
- With the Director of Advancement and Director of Communications, develop a Campaign communications calendar
- Collaborate with the Communications team to produce all print and digital fundraising materials related to the Campaign including targeted cases, website updates, and community-wide emails
- Plan and manage cultivation and stewardship events
- Identify creative ways to educate, engage, and steward donors
- Develop a comprehensive stewardship protocol for reporting on endowed funds and other major giving initiatives
- Attend evening events and early morning meetings as needed
- Additional duties as assigned by the Director of Advancement

PERSONAL AND PROFESSIONAL REQUIREMENTS

- Professionalism, utmost respect for confidentiality, and willingness to serve as an advocate of the School at all times



- Minimum of five years of professional experience in an educational and/or development setting
- Direct experience as a frontline fundraiser with a successful track record of soliciting and closing six figure gifts
- Experience with planned giving, stewardship and volunteer management
- Exceptional written and oral communication skills
- Exceptional attention to detail and time management skills
- Goal oriented and highly motivated with an ability to work collaboratively in a fast-paced environment
- Creative problem solver with a sense of humor
- Strong grasp of development databases (experience with Veracross a plus) and proficiency in Google Suite

COMPENSATION

This is a full time exempt Administrative position with a competitive compensation package including benefits. Salary range of \$ 125,00 - \$150,000 commensurate with education and experience.

TO APPLY

Interested candidates should submit their cover letter and resume by May 1, 2024 to [this link](#). Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Anticipated start date of June 15, 2024 or earlier.

NOTICE OF NONDISCRIMINATORY POLICY

Saint Ann's School admits students of any race, color, religion, creed, gender, disability, national or ethnic origin, sexual orientation or any other category protected by applicable federal, state or local law, to all the rights privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, religion, creed, gender (which includes a person's actual or perceived sex, as well as gender identity and expression), age, marital status, disability, national or ethnic origin, sexual orientation, familial status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status or any other category protected by applicable federal, state or local law, in carrying on



its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.