



## SAINT ANN'S SCHOOL

### **POSITION ANNOUNCEMENT: Director of Donor Partnership**

The Director of Donor Partnership will engage with individual and institutional donors to secure capital, endowed, and planned gifts that meet the ongoing needs of 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 to achieve long-term fundraising goals, expanding funding sources, and stewarding donors. The Director of Donor Partnership will report to the Director of Advancement and supervise a Campaign Associate. This is a full-time and on-site position.

### **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**

- Partner with school leaders to advance a culture of philanthropy at Saint Ann's
- Build strong relationships with constituents, identify alignment between their philanthropic interests and the School's needs, and translate shared goals into financial support
- Manage a portfolio of high-capacity prospects to solicit personally
- Meet long-term fundraising objectives (the current campaign, *Saint Ann's Now + Tomorrow*, aims to

secure \$30MM to fund a new learning space targeted to open in the fall of 2026)

- Lead prospect research and conduct donor wealth screenings
- Prioritize prospects and develop individualized engagement strategies
- Develop and implement a planned giving strategy
- Expand institutional giving partnerships (corporate and foundation)
- Develop stewardship protocols for reporting on endowed funds and major giving initiatives
- Supervise Campaign Associate and support volunteers engaged in outreach
- Partner with the Communications team to develop strategic messaging and materials that promote long-term fundraising goals (targeted cases, website content, community-wide emails, etc.)
- Coordinate outreach with Director of Annual Giving to ensure consistent growth of the Annual Fund
- Partner with Events Associate to plan and manage cultivation and stewardship events
- Prepare regular fundraising reports and analysis for school leaders
- Represent the School at community events
- Attend early morning, evening, and weekend events as needed
- Additional duties as assigned by Director of Advancement

## **PERSONAL AND PROFESSIONAL REQUIREMENTS**

- Utmost respect for confidentiality
- Bachelor's degree
- 7+ years in nonprofit fundraising with frontline experience soliciting and closing 6+ figure gifts
- Planned giving, stewardship, and board/volunteer management experience
- Exceptional communication skills (oral and written) and attention to detail
- Strong time management skills and ability to work collaboratively in a fast-paced environment
- Solutions-focused problem solver with a flexible mindset
- Goal oriented and highly motivated
- Proficient in CRM database systems (experience with Veracross a plus) and Google Suite

## **COMPENSATION**

This is a full time administrative position with a competitive compensation package including benefits. Annualized salary range of \$125,000–\$150,000 commensurate with education and experience.

## **TO APPLY**

Interested candidates should submit their cover letter and resume to [this link](#). Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Anticipated immediate start. Deadline for applications is September 30, 2024.

## **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.