

Montclair Kimberley Academy seeks an experienced fundraising professional to join the Development Department as the next Director of Annual Giving. The Director will be responsible for designing and implementing all fundraising activities relating to the annual giving program, which raises \$1.3 million annually. S/he will develop a coordinated matrix of communication and solicitation strategies including email, direct mail, phone calls, personal visits, and volunteer engagement.

MKA's next Director of Annual Giving will possess strong management skills and a determined commitment to purpose in order to help the institution realize its long-term financial goals. S/he will be sales-driven, energetic, and diplomatic, with a proven track record of leading successful annual giving programs.

**Principal Responsibilities:**

- Directly oversee the work of the Director of Family Giving, Associate Director of Giving, and Development Associate.
- Work collaboratively with the Director of Development, Director of Alumni Relations and the Director of Family Giving to create the strategy, themes, participation and monetary goals, and execution plan for all annual giving programs.
- Oversee the recruitment, cultivation, and management of all volunteer fundraising groups including parents, students, alumni, and grandparents and ensure that all call reports, notes, and evidence of donor interactions are accurately recorded in the database.
- Work with the Alumni Relations team to develop the strategy and execution of the reunion-giving program, including the preparation of annual fund and reunion giving solicitation and acknowledgement materials.
- Oversee all phonathons and direct mail appeals.
- Personally manage, cultivate, solicit, and steward a portfolio of 25-50 leadership-annual giving prospects.
- Work with the Director of Development and Associate Director of Giving to build the planned giving program.
- Ensure proper utilization of fundraising technology software.
- In collaboration with the Director of Advancement Services, produce reports on the progress of the annual giving program.

- Serve as an organizational leader of the fundraising effort, demonstrating high personal and professional integrity and promoting open, positive collaboration across all three MKA campuses.
- Assume other duties as assigned by the Director of Development.

**Qualifications:**

- A minimum of five year's experience in the field of fundraising, preferably annual giving, leadership giving, and/or planned giving.
- Experience managing teams through a positive, motivating leadership style, including strong verbal and written skills, emotional maturity, self-confidence, and a sense of humor.
- Demonstrated ability to build and maintain positive personal relationships with the many staff and stakeholders whose support is critical to MKA's success.
- Advanced computer skills, including Microsoft Office, Raiser's Edge, and web-based applications.
- Knowledge of independent school culture.
- Bachelor's degree required, MA preferred.
- Availability to work some evenings and weekends.

Interested candidates should send a resume and cover letter to Laela Perkins, Director of Development at [lperkins@mka.org](mailto:lperkins@mka.org).