



Associate Director of Annual Giving

Menlo School
Atherton, California

Menlo School is an independent, coeducational, college preparatory school for students in grades six through twelve. Located in Atherton, California, and established in 1915, the School is accredited by the Western Association of Schools and Colleges and is a member of the National and California Associations of Independent Schools.

Menlo is dedicated to providing a challenging academic curriculum complemented by outstanding creative arts and athletic programs. The School helps students develop positive values and nurtures character development in a supportive environment that upholds the highest moral and ethical standards. Our program encourages students to reach their fullest potential and to develop the skills necessary to respond intelligently and humanely to the complexities of a diverse and increasingly interconnected world.

At Menlo School, equity, diversity, and inclusion are at the core of our organizational identity. Through our daily efforts, the School demonstrates a shared commitment to the development of all stakeholders by supporting a campus ethos where equity, diversity, and inclusion reflect the major cornerstones of our community.



Carney
Sandoe
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

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Associate Director of Annual Giving

The Associate Director of Annual Giving is in charge of the strategic planning, successful management and execution of a comprehensive annual giving program. This includes developing strategies, soliciting gifts and managing volunteers to achieve Menlo's annual giving goals. Working with volunteers and development staff, this person will develop a comprehensive, multi-year plan to increase solicitation of financial support and annual giving contributions (both in dollars raised and participation percentages) of Menlo's constituencies: parents, alumni, past parents, grandparents and faculty and staff.

Responsibilities

- Create, execute and manage annual giving strategies, communications and solicitations.
- Identify, recruit, train and manage volunteers to be effective ambassadors of Menlo and confident in their assigned peer-to-peer solicitations.
- Manage a portfolio of top annual fund prospects, including identification, personal solicitation and stewardship.
- Coordinate with Alumni Relations staff on the timing of solicitations, reunions, and planned giving to coincide with the annual giving calendar.
- Lead the volunteer efforts of the Menlo School Parents' Association in their annual auction benefit, which raises critical funds exclusively for financial aid.
- Partner with the Director of Communications to assure that the impact, integrity and visibility of annual giving is maintained.
- Provide organization, production and maintenance of materials and data.
- Create and execute special events appropriate to overall annual giving strategies.
- Design and maintain a continuum of stewardship for annual giving donors and volunteers, including acknowledging, reporting to and honoring donors and volunteers as appropriate.



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Skills and Abilities:

- Knowledgeable of current best practices in annual giving and fundraising, direct marketing and volunteer management programs and practices used in the private school environment.
- Outstanding oral and written communication skills.
- Exceptional attention to detail.
- Database experience required, Salesforce experience is a plus
- Advanced knowledge of Microsoft Office (Word, Excel, Powerpoint)
- Advanced ability with Google Mail; Google Calendar; Google Documents
- Strong analytical, organizational, time management and customer service skills
- Strong initiative and excellent follow up skills
- Must show discretion in handling confidential information
- Be willing to work creatively and collegially within the Development Team

Education and Experience:

- Bachelor's Degree (B.A.) required
- Minimum of 3-5 years prior professional development experience, preferably in annual or reunion giving
- Prior demonstrated success in coordination of an annual giving program
- Prior experience in solicitation and volunteer management

Menlo School offers:

- An exceptional work environment and caring community
- Excellent professional development opportunities
- Highly competitive salary
- A comprehensive benefits package for employees and their families
- Generous contributions to 403b retirement plan
- Free lunch on campus when school is in session
- On-campus child care center
- Tuition remission
- Many other perks and benefits



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Interested Persons Contact:

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All inquiries and nominations are kept confidential.

Menlo School does not discriminate or condone discrimination against any member of the School community on any basis, including race, color, ethnicity, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, religious creed, medical condition, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, physical or mental disability, genetic information, genetic characteristics, marital status, citizenship, immigration status, primary language, veteran or military service status, and all other legally protected characteristics in any of its policies, procedures or practices. This nondiscriminatory policy covers admission and access to, and treatment and employment in, the School's programs and activities.



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