



## **Director of Annual Giving**

San Domenico School  
San Anselmo, California

San Domenico is an independent, college preparatory, co-educational, K-12 day and boarding school in the San Francisco Bay Area. Founded in 1850 as the first independent school in California, the School enrolls 680 students from Marin, the Bay Area and 23 countries. The School is located in San Anselmo on a 500-acre campus in central Marin County, 18 miles north of San Francisco. The School has a long-standing reputation for the excellence of its academic program and its core values of study, reflection, community and service. San Domenico prepares young people for lives of purpose and global citizenship.



**Carney  
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& ASSOCIATES

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## Director of Annual Giving

San Domenico School is seeking an energetic and creative professional to serve as our Director of Annual Giving. Reporting to the Director of Advancement, Anna Heidinger, the Director of Annual Giving is a core leader in the collegial and collaborative 6-person Advancement Team at San Domenico. The Director of Annual Giving is responsible for strategically planning, successfully managing, and executing a comprehensive annual giving program. The Director of Annual Giving makes connections with donors throughout the school and works proactively to engage and manage relationships with parents, trustees, donors, parent volunteers, faculty and staff.

In addition, the Director of Annual Giving serves as the project manager for SD Celebrates, an annual community fundraising event which raises critical funds in support of San Domenico programs and Indexed Tuition.



## Responsibilities

- Create, execute and manage a comprehensive, multi-constituent Annual Giving program
- Develop and implement targeted campaigns and approaches for current parents, alumni, alumni parents, faculty and staff, and friends of San Domenico.
- Identify, recruit, train and manage the Annual Fund Parent Chairs and Class Captains to be effective ambassadors of San Domenico in their assigned peer-to-peer solicitations
- Collaborate with Director of Advancement and Leadership Giving Manager to facilitate integrated approaches to cultivation, solicitation and stewardship of major donors and prospects
- Coordinate with the Director of Advancement Marketing & Alumni Engagement on the timing and messaging for Alumni Annual Giving
- Serve as Project Manager for SD Celebrates and coordinate the volunteer efforts of the San Domenico Parents Service Association
- Create and execute special events appropriate to overall annual giving strategies
- Partner with the Director of Advancement Marketing to ensure that the impact, integrity and visibility of the Annual Giving program and all communications is maintained
- Attend PSA parent sponsored events (e.g. Crab Feed, Parent Class Socials, etc.) to build and deepen relationships with parents and key volunteers



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## Skills and Abilities

- Knowledgeable of current best practices in annual giving and fundraising and volunteer management programs used in the independent school environment
- Outstanding oral and written communication skills
- Exceptional attention to detail
- Ability to conceive, plan and execute a multi-faceted annual giving program
- Ability to successfully organize, multi-task and prioritize responsibilities
- Advanced knowledge of Microsoft Office (Word, Excel, Powerpoint)
- Database experience required; familiarity with Raiser's Edge a plus.
- Strong analytical, organizational, time management and customer service skills
- Ability to manage highly sensitive financial and other personal information with confidentiality
- Ability to work independently as well as part of a team, take initiative and meet deadlines
- Demonstrated flexibility, collaborative approach, and sense of humor
- Ability to work some evenings and weekends
- Be willing to work creatively and collaboratively within the Advancement Team



## Education and Experience

- Bachelor's Degree
- Minimum of 3 years prior professional development experience
- Prior demonstrated experience in coordination and successful execution of programs and events
- Prior experience in volunteer and project management



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## Interested Persons Contact

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*All inquiries and nominations are kept confidential.*

***San Domenico School is an Equal Opportunity Employer and values diversity.***

*All qualified applicants will receive consideration for employment without regard to race, color, national origin, ancestry, sex, sexual orientation, gender, gender identity or expression, genetic information, age, disability, medical condition, religion, veteran status, marital status or any other classification protected by applicable local, state or federal laws.*



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