



Assistant Director of Philanthropy
Annual Giving and Alumni Relations

York School, Monterey, California
Full Time, Exempt

The Assistant Director of Philanthropy oversees York's annual giving and alumni relations programs, fostering positive and meaningful relationships with alumni, parents, grandparents, and other individual donors to the school. Some travel, evenings, and weekend work are required, especially during key annual events like Alumni Reunion, Day of Giving, regional gatherings, and the school's annual fundraising event. The position also includes opportunities to serve on school and Board committees as needed and depending on experience level.

The Assistant Director of Philanthropy is a member of the 3-person philanthropy team consisting of one other Assistant Director, who oversees operations, grants, and stewardship, and the Director of Philanthropy. Both Assistant Directors report to the Director. The team works closely with a highly supportive and engaged Head of School, Senior Leadership Team, Board of Trustees, Communications and Marketing Manager, and faculty and staff.

Salary Range: \$75,000-\$85,000

PRIMARY RESPONSIBILITIES

ANNUAL GIVING

- Plan and implement a comprehensive annual fund strategy for alumni, parents, alumni parents, grandparents, and associates through use of direct mail, volunteers, personal solicitations, and digital appeals.
- Write and design appeals in partnership with the Marketing and Communications Manager and/or contracted designer or firm.
- Design, implement, and lead a compelling annual Giving Day campaign.
- Consider implementing an effective and manageable volunteer structure for annual giving solicitation and education. Recruit, train, and motivate volunteer leadership to accomplish annual fund goals.
- Assist the Assistant Director of Philanthropy who oversees operations to conceptualize

and execute direct mail campaigns.

- Manage a portfolio of leadership alumni donors, including personal solicitation.
- Look toward creating a future student philanthropy curriculum to cultivate and steward future alumni donors

ALUMNI RELATIONS

- Plan and implement a comprehensive alumni relations program to serve the alumni community and build engagement and support within it.
- Develop an annual calendar of alumni events and activities to include campus visits, student visits, reunions, and regional events. Oversee production of alumni events with support from the Philanthropy team and other faculty and staff as needed.
- Engage alumni in the current life of the school by providing opportunities to volunteer and interact with current students and faculty, including school events.
- Collect, organize, and communicate alumni data and accomplishments and other members of the Philanthropy team, faculty, and staff for help.
- Work with the Philanthropy team and the Marketing and Communications Manager to produce publications and communications as they pertain to alumni, including contributions to the Impact Report, updates to the alumni website, and the alumni e-newsletter.
- Evaluate the role of the Alumni Council at York, help develop programming and leadership if applicable, and serve as the school liaison to the Council.
- Engage current students to prepare them to assume active roles as alumni.
- Manage and produce content for alumni social media channels, seeking support from the Communications and Marketing Manager.
- Be the voice of the school to alumni going through life challenges or changes by sending cards and gifts, when appropriate, and coordinating a school response.
- Utilize alumni communication channels to share job opportunities at York School.
- Intentionally cultivate strong relationships with the Senior class i.e. Alumni Association Induction Luncheon, Young Alumni Panel, Senior retreat.

SECONDARY RESPONSIBILITIES

STEWARDSHIP

- Make personal contacts with donors to thank them for their gifts, as part of the overall donor stewardship program
- Consider developing a program to better connect with and engage alumni parents.
- Assist and engage the Philanthropy Committee of the Board of Trustees in philanthropy and alumni engagement activities

PHILANTHROPY OPERATIONS/GIFT PROCESSING

- Gain knowledge in using NXT for relationship management, recording cultivation and stewardship activities, and managing workflow and contacts.
- Daily scan all gift materials received in the mail and send electronically to Assistant Director of Philanthropy – Operations, Grants, and Stewardship
- Maintain gifts in folder until they have been processed
- Upon receipt of Batch Control Report and Cash Receipts Journal, walk gifts and paperwork to Business Office
- Other duties as assigned

SPECIAL EVENTS

- Assist the Philanthropy team and, at times, other departments with annual events, especially as they relate to alumni and annual giving.

QUALIFICATIONS AND EDUCATION

- Bachelor's Degree or equivalent experience
- Experience in fundraising, alumni relations, or related experience
- Excellent written and verbal communications skills
- Attention to detail, highly organized, and able to work productively in a fast-paced, high production environment
- Ability to manage several projects simultaneously and consistently meet deadlines
- Outstanding interpersonal skills to develop and maintain effective relationships within the York community and with the community at large
- High ethical standards
- Flexibility and energy to work some evenings and weekends
- Proficiency with Google Suite and comfortable with working with electronic and digital media
- Knowledge of York School and Raiser's Edge database a strong plus

SCHOOL INFORMATION

Founded in 1959, located on scenic hillside terrain in California's Monterey Bay area, York School is a college preparatory, coeducational, independent day school for grades 8-12. York is an intentionally small school with a rigorous academic program, exceptional faculty, and a distinctive campus culture. 76% of York's faculty hold advanced degrees and the average class size is 15. www.york.org

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

York School provides equal opportunity to all employees and applicants for employment without regard to race, color, religion (including religious dress and religious grooming), gender, gender identity (defined as each person's internal understanding of their gender), gender expression (a person's gender-related appearance or behavior, whether or not stereotypically

associated with the person's sex assigned at birth), sexual orientation, national and (or) ethnic origin, citizenship, ancestry, age, marital status, registered domestic partner status, military or veteran status, physical or mental disability, legally protected medical condition, sex (including pregnancy or perceived pregnancy, childbirth, breastfeeding, or related medical conditions) genetic information or characteristics, or any other characteristic protected by federal or state law or local ordinance.

Interested candidates please send a cover letter and resume to Erin White, Director of Philanthropy and Community Partnerships at ewhite@york.org.