



ANNUAL GIVING AND SPECIAL EVENT DIRECTOR .75FTE (18-month duration)

RESPONSIBILITIES:

Individual Giving and Donor Relations

Work with the Director of Philanthropy to develop strategies and implement the Individual Giving Program, including annual fund campaigns throughout the season with a goal of over \$125K annually. This includes coordinating the direct annual appeal mailings and online giving campaigns, coordinating the tradition of excellence mailing, provide support material for email blasts and social media promotions. Assist in cultivating and stewarding donors through planning and implementing exclusive behind-the-scenes donor experiences and high-touch stewardship and cultivation engagements, outreach programs and activities.

Auction Coordination

Coordinate all aspects annual fundraising auction responsible for raising \$200K. Individual will work year-round to promote participation, sponsorships, item acquisition and volunteer coordination. This position is also responsible for the post-auction review, follow-up and final reporting.

Event Coordination

Coordinate all aspects of TCP fundraising such as golf tournaments or other fund-raising events. New and existing events should generate at least \$50,000 per year.

Gift Processing and Database Management

Facilitate all gift processing and donor acknowledgements while maintaining accurate donor records. Update donor listings in database, website, print and social media. Generate and send accurate and timely donor acknowledgements letters, and follow-up on unfulfilled pledges, as well as update donor contact and personal data in databases.

Perform related duties as needed and assigned

REQUIREMENTS:

- Bachelors degree or equivalent education/experience.
- Two years of experience in fundraising and/or event planning/experience working with donors, patrons, staff members, church and communities.

ADDITIONAL REQUIREMENTS:

- Excellent verbal, organizational, and written skills.
- Ability to work independently as well as part of a team.
- Possess excellent computer and database management skills; MS Excel proficiency.
- Highly organized with great attention to detail.
- Ability to regularly work evenings and weekends.
- Some over-time may be required.

DESIRED:

- Knowledge of donor database and reporting systems.
- Dedicated to pursuit of private education and/or catholic church
- Opportunity to increase position to full time
- Desire for additional responsibility and promotion within the Tri-Cities Prep leadership team