

Manager, Alumni & Annual Giving

Full Time, Non-Exempt

Beginning Summer 2017

Villa Academy, a NWAIS-accredited, pre-K through 8th grade independent school established in 1903, seeks a full-time Manager of Alumni & Annual Giving. Villa is Catholic in orientation, and we warmly welcome all faith traditions as evidenced by our 50% non-Catholic student body. We have a beautiful 31-acre campus east of University Village, enrollment of 420 students, and a commitment to inclusion and equity education.

Position Summary

Reporting to the Director of Institutional Advancement, you'll be a member of the Institutional Advancement Team comprised of Admission, Development, and Marketing/Communications. Salary is commensurate with experience, and we offer excellent benefits.

Your responsibilities are: 1) growing and leading Villa's Alumni efforts, 2) performing day to day administration and implementation of VillaNOW Annual Giving, helping to drive activity and maintaining fundraising momentum, 3) performing various development tasks and projects as assigned by the Director of Advancement.

As our ideal candidate, you are professional in attitude and behavior, organized, detail oriented, and have superior writing and verbal communication skills. You can work successfully with volunteers and are proficient in the computer applications described below. Our team values initiative, collaboration, flexibility, and humor. You "play well with others" exhibiting friendliness, respect, and a helpful attitude to all.

General Responsibilities

Alumni

- Effectively build, implement, and manage Villa's Alumni Program
- Conduct research to grow and maintain database of alumni and alumni parents
- Conduct outreach and engage volunteers to build interest in alumni involvement
- Create an alumni committee that meets regularly to strategize on alumni initiatives
- Grow alumni participation in annual giving and auction attendance
- Produce alumni e-newsletter three times yearly
- Work with Marketing/Communications on alumni social media engagement
- Collaborate with events manager to plan and implement alumni events
- Regularly update Advancement Director regarding alumni prospects for additional cultivation

Annual Giving: The VillaNOW Fund

- Coordinate fall solicitation mailing and subsequent mailings as necessary
- Track, record, and promptly acknowledge all gifts
- Perform monthly gift reconciliation with business office
- Assist in maintaining high donor participation rate through email and phone follow up
- Work with parent volunteers to promote grade level participation
- Conduct donor research
- Submit regular updates for the school's weekly e-newsletter

- Work with marketing/communications on Instagram and Facebook postings
- Update website as necessary with relevant annual giving information
- Coordinate, prep for, and attend monthly Development Committee meetings
- Collaborate with events manager on specific donor-related events

Other

Assist the Director of Institutional Advancement with various development projects/tasks as needed.

General Position Requirements

- Bachelor's Degree
- Minimum of 2 years' development experience
- Familiarity with the fundraising process, particularly in a school
- Ability to "make the ask" regarding fundraising
- Demonstrated ability to drive and manage a project from beginning to end
- Ability to conduct the research necessary to grow alumni constituents
- Willing to perform outreach to and engagement with prospective constituents
- Event planning experience
- Volunteer coordination and training
- Proficiency with Google Drive, Microsoft Office, Raiser's Edge, mail merges
- Work-related social media experience
- Comfort working with email marketing and design platforms, e.g, MailChimp, LucidPress
- Ability to work independently without close supervision
- Adherence to strict confidentiality
- Can walk distances on large campus, perform light lifting, set-up/clean-up
- Ability to work a few evenings/weekends during the school year
- A successful background check (required of successful applicant)
- Valid driver's license and access to a reliable vehicle

Application Procedure

Please email a cover letter, resume and contact information for three references to:
Joan Hudson, Director of Institutional Advancement, at jhudson@thevilla.org
(A current LinkedIn resume is acceptable as link included in cover letter.) No calls, please.

Thank you for your interest in Villa Academy!

Villa Academy is an equal opportunity employer and complies with all federal rules and regulations and does not discriminate in admission, access, treatment or employment on the basis of race, color, religion, sex, creed, age, national origin, marital status or disability.