

## **Associate Director of Development**

### OUR MISSION

At Milken Community School, we think education is more than what you know. Our School, founded on Jewish values, is about who our children can become and how they can help others become who they might be. Because the world our children will create tomorrow is born in the School we build today, our mission is to educate our children so they can surpass us.

### POSITION OVERVIEW

The Associate Director of Development is an integral part of the energetic, fast-paced and collegial Development Office and the External Relations Department which includes alumni relations, communications, admissions and fundraising. S/he is responsible for continuing the growth and success of the Annual Fund by implementing year-round strategies that will increase revenue for the School, increase the engagement from each of the school's constituencies, and recruit and collaborate with volunteers effectively. This person will also work to ensure effective administration of annual fund gifts through acknowledgment letters, recognition of donors, and the delivery of any necessary reports and communications, such as pledge reminders, to appropriate constituents. S/he will work closely with External Relations team members on messaging, solicitation, volunteer management, recognition and stewardship. S/he will also support the Director of Development with major gift and leadership level initiatives as needed. Some evening and weekend work for special events is required. All Milken employees are educators, admission officers, and fundraisers and support the teaching staff, Admission, and Development offices. This position reports to the Director of Development.

### RESPONSIBILITIES

#### *Annual Fund*

- Helping lead the Annual Fund campaign to meet the School's fundraising goals.
- Work closely with the Director of Development and members of the Development team to design the strategy, theme/messaging, and timeline for the Annual Fund to increase revenue for the Annual Fund, increase engagement from all constituents, and recruit more volunteers.
- Recruit, train, manage and steward Annual Fund volunteers. Plan and execute Annual Fund donor and volunteer cultivation events.
- Solicit all School constituencies for annual gifts.
- Organize and help produce all Annual Fund materials and communications,

including writing appeals and managing the design of signs, electronic, print, and other collateral materials.

- Coordinate and manage campaign kick-offs and phone-a-thons.
- Organize constituency segmentation and solicitation appeal levels.
- Work to assure high quality stewardship is implemented for Annual Fund donors.
- Collaborate with Database Manager to provide reports on Annual Fund performance, metrics, statistics, year-end tax receipts.
- Coordinate development calendar with fundraising events and initiatives.
- Utilize prospect research to develop appropriate targets and solicitation strategies.

#### *Major Gifts*

- Assist Director of Development with creating and implementing a plan for the cultivation, solicitation, and stewardship of major gift prospects and donors.
- Assist with production and organization of major gift materials and communication.

#### *Additional Responsibilities*

- Assist in planning and staffing Development Office events as needed.
- Participate in team projects (such as large mailings).
- Participate in External Relations & community events, forming relationships with employees and parents.
- Other duties as assigned.

#### QUALIFICATIONS

- Appreciation for and ability to clearly articulate the mission of Milken Community School.
- Excellent interpersonal communications skills and strong writing experience required.
- A Bachelor's degree and at least 4-6 years relevant experience in fundraising, preferably in education. Frontline fundraising experience required. Independent school and/or Jewish communal experience is a plus.
- Strong aptitude for technology including software, database, social media, or web-based applications in support of non-profit and/or development work.
- Experience with Raiser's Edge is preferred.
- Excellent attention to detail, highly organized, with ability to manage multiple projects at once.

Interested candidates may [apply here](#).