



**Job Title:** Director of Annual Giving

**Organization:** Indian Mountain School

**Location:** Lakeville, Connecticut

**Salary:** Commensurate with experience

**Job Type:** Full-time, Exempt

**Benefits:** Competitive benefits package including 401(k) matching, health insurance, paid time off, tuition reimbursement, and more.

**Schedule:** Monday to Friday, 8-hour shifts (Hybrid)

#### **ABOUT INDIAN MOUNTAIN SCHOOL:**

Indian Mountain School is an independent co-educational boarding and day school for students in grades pre-kindergarten through nine, located on two campuses in Lakeville, Connecticut. Founded in 1922, IMS inspires in each member of our community the courage to climb, the passion to learn, and the spirit to contribute in kind and meaningful ways.

#### **OVERVIEW**

Building on the growth profile of the IMS Annual Fund over the prior four fiscal years, the Director of Annual Giving is responsible for planning and executing a highly effective annual fund solicitation and stewardship program for alumni, parents, and others, in support of IMS's annual operating budget and the school's educational mission.

#### **RESPONSIBILITIES**

- Collaborate to create, manage, and execute a detailed and comprehensive annual fund plan, and develop and manage metrics to measure effectiveness.
- Manage screening, rating, and evaluation of constituencies to sustain and grow the school's leadership giving society, The 1922 Society.
- Set annual fund targets for gift officers' prospects and create an annual donor pyramid to meet annual fund goals.
- Manage a prospect pool of roughly 85 leadership level prospects with annual goals for personal visits to advance relationships and connections with the School.
- Implement improvements to prospect management, including data mining with AI.
- Oversee creation of solicitation letters/appeals and other printed materials in collaboration with the Director of Engagement.
- Lead the expansion of the school's alumni program.
- Develop annual donor recognition efforts, stewardship opportunities, and produce donor recognition lists for publications.

- Attend and assist with all Advancement special events, occasionally on weekends or evenings.

## QUALIFICATIONS

- Team player with a proven track record of fundraising success.
- Excellent communication and social skills with a keen ability to build relationships.
- Strong organizational and leadership skills.
- 3+ years non-profit fundraising experience required, with education or independent school fundraising preferred.
- Experience in relationship databases preferred; Veracross or fundraising database experience most preferred.
- Bachelor's degree required.

Application Process: To apply, please submit a resume and cover letter outlining your qualifications and interest in the position to [advancement@indianmountain.org](mailto:advancement@indianmountain.org).

Note: This job description is intended to convey information essential to understanding the scope of the position at Indian Mountain School. It is not exhaustive and may be supplemented as necessary to meet the needs of the organization.

*Indian Mountain School is an Equal Opportunity Employer committed to diversity in the workplace. In accordance with applicable law, Indian Mountain School does not discriminate against any individual based on age, ancestry, color, genetic information, learning disability, marital status, past or present history of mental disability, national origin, physical disability, race, religious creed, sex, pregnancy, sexual orientation, gender identity or expression, veteran status, or any other protected characteristic. We encourage all candidates to apply.*