Title: Director of Annual and Leadership Giving  
Reports to: Associate Director of Institutional Advancement  
Status: Full Time, Non-Exempt  
Start Date: Immediately

ABOUT MASTERS: The Masters School (mastersny.org) is a premier coeducational day and boarding school that engages fifth through twelfth grade students with a challenging academic program in a welcoming learning environment. Located on 96 picturesque acres overlooking the Hudson River, The Masters School community takes advantage of both its access to the tri-state area and its proximity to the rich cultural and educational magnet that is New York City. Students benefit from the resources, diversity and activities of Masters’ seven-day campus and accessible, talented faculty and staff. From our exceptional academics and outstanding visual and performing arts program to our championship athletic teams, the Masters learning experience prepares students for success in college, career and life.

MISSION: The Masters School celebrates active participation, deep understanding, and meaningful connection. A community of diverse individuals, we gather to learn, to strive, to dare, to do — to be a power for good in the world.

SUMMARY: The School is in the quiet phase of a significant comprehensive campaign, and the Director of Annual and Leadership Giving will serve as an important member of the campaign team. The director’s primary responsibility is to grow support for The Masters School’s $2.5 million Annual Fund and the School’s comprehensive campaign through personal solicitation of leadership Annual Fund ($1,877-$50,000) and a portfolio of major gift prospects. In addition to personal solicitations, the director will partner with the Annual Fund Manager to set and implement annual giving strategies, and will oversee the day-to-day operations of the Annual Giving Office.

Key Responsibilities
Solicitation and Strategy
● Identify, cultivate and solicit leadership prospects for annual giving through personal visits and outreach, direct mail, and by supporting volunteer solicitors
● Serve as an integral member of the campaign team with a portfolio of major gift prospects
● Collaborate with and provide guidance to the Annual Fund Manager, who is responsible for increasing participation through direct mail, email marketing campaigns, support for the School’s parent and alumnae/i volunteer structure, and personal solicitations
● Develop systematic and creative ways to steward leadership and major gift donors, and share the impact of their gifts with them as a group and individually

Volunteer Management
● Support and staff Alumnae/i and Parent Annual Fund Chairs
● Support trustees and other leadership giving volunteers in their peer-to-peer solicitation efforts
● Work with Reunion volunteers and the Office of Alumnae/i Engagement to set fundraising goals and provide progress reports to volunteers throughout the Reunion planning cycle
Analysis and Reporting

● Prepare regular reports for the Development Committee, Campaign Working Group, Alumnae/i Board and Board of Trustees
● Create a regular schedule for reporting, feedback and brainstorming
● Set leadership ask amounts using resources available: past giving, prospect research, peer research

Qualifications

● Commitment to embracing the mission of The Masters School
● Bachelor’s degree
● A minimum of 5 years of experience
● Experience soliciting leadership gifts
● Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines
● Be flexible and proactive, and possess the ability to work independently as well as in a collaborative environment
● Demonstrated excellence in written and oral communications
● Proficiency with Blackbaud Raiser’s Edge and Microsoft Office suite
● Experience working at an educational institution or similar is preferred
● Ability to work evenings and weekends as needed
● Some travel required

HOW TO APPLY:
To apply, please submit a letter of interest, your resume, three references and salary requirements via email to careers@mastersny.org (Adobe® PDF format preferred) and include “Director Annual and Leadership Giving” in the subject line.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties and skills that are required or may be required in the future.

BACKGROUND SCREENING:
The Masters School conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third party administrator to conduct background checks. Background checks will be performed in compliance with the Fair Credit Reporting Act.

The Masters School actively seeks to forward diversity through its students, faculty, staff and programs. The Masters School is an Equal Opportunity Employer. It is the policy of The Masters School to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all school-sponsored employee activities.