



CARY ACADEMY

Cary Academy is an independent, coeducational, college-preparatory day school for 770 students in grades 6-12 located on a beautiful 65-acre campus in the Research Triangle area of North Carolina (Raleigh-Durham-Chapel Hill). Since opening in 1997, Cary Academy has been steadfast in its mission to create a diverse learning community committed to discovery, innovation, collaboration, and excellence.

Applications are now invited for the position outlined below.

Cary Academy Fund Director

Scope

Manages Cary Academy's comprehensive annual giving program with primary responsibility for strategic planning, implementation, and execution. Develops and executes a coordinated matrix of communication and solicitation strategies involving email, direct mail, phone/mail, personal visitation and volunteer engagement focused on shaping a sustainable tradition of annual support to the CA Fund. Provides strategic direction and pipeline-building insight in the context of growing the annual giving program while supporting the greater development and campaign priorities set forth by the Head of School and Director of Development for Cary Academy. Assists Director of Development with other Development Office functions, overseeing all Development functions in the absence of the Director.

Major Responsibilities

- Plans, organizes, and oversees all fundraising efforts for the Cary Academy Fund including developing direct mail and other fundraising materials, recruiting chairs and volunteer committee, coordinating phonathons, and overseeing activities of volunteers to ensure successful fundraising. Ensures timely and frequent solicitations throughout the year.
- Uses research to identify capacity of donors and works to build relationships and increased giving of existing donors and prospects.
- Cultivates donors and promotes major gift opportunities. Calls, meets, and/or visits donors to increase CA Fund visibility.
- Plans and executes a range of stewardship activities, events and efforts.
- Works with the CA Communications team to boost CA Fund web presence and keep the CA Fund at the forefront of fundraising efforts by executing a variety of marketing and communication strategies
- Ensures updated data is provided to the Database Specialist for entry into the database; writes acknowledgement letters, and coordinates mailings with Data Specialist.
- Works with CA Business Office team to ensure that gifts and other Development transactions are properly handled, recorded, recognized and tracked in accordance with tax regulations, generally accepted accounting principles and school policy; consults as needed with Controller and/or CFO to ensure correct guidance is provided to donors.
- Performs basic financial and operational analysis and reporting for Cary Academy Fund. Assists in the preparation of special fund-raising projects as needed, which may require solicitation or targeted asks.
- Provides ongoing training and operational supervision to all Development staff. Supervises all Development functions in the absence of the Director of Development.
- Assists with other Development Office events, activities and initiatives as needed. Performs other projects and duties as assigned.

Work Schedule

In general, this position is scheduled to work Monday through Friday year-round. There may be certain work requirements that could result in a need for temporary modification of this schedule. In particular, certain Development events, activities and initiatives will require evening and weekend attendance and travel. This position is scheduled to work 37.5 hours per week. The actual times worked are determined by the supervisor and must meet the requirements of the position description.

Knowledge Skills and Abilities

- Thorough understanding of fundraising and development.
- Excellent written and oral skills with a strong knowledge of Microsoft Office.
- Excellent problem-solving, organizational, communication, and mathematical skills.
- Ability to pay attention to detail and be accurate.
- Ability to handle a multiple-priority, deadline-oriented work environment.
- Ability to handle tasks with interruptions and maintains positive outlook.
- Ability and willingness to be a collaborative and supportive member of the Cary Academy team.
- The person in this position must be able to maintain confidentiality and deal with employees, parents, and internal and external constituents with sensitivity and understanding.
- Attendance that is regular, predictable, and reliable is expected of all employees.

Education

Bachelor's degree in a related field.

Experience

Minimum of three to five years of development experience. Proven experience and success with an annual fund, direct marketing and special events planning. Knowledge and experience using Microsoft Word and database CRM software. Work at an independent school and prior leadership/managerial experience preferred.

Directly related experience or a combination of directly related education and experience may be considered in place of the above requirements.

How to Apply

Interested candidates should submit a cover letter, resume, and two writing samples to ali_page@caryacademy.org by **December 10, 2018**. The school reserves the right to begin interviews and hire the ideal candidate before this deadline.

Cary Academy is an Equal Opportunity/Affirmative Action Employer. EOE M/F/D/V