



JOB ANNOUNCEMENT: Associate Director of Annual Giving

EMPLOYEE STATUS: 100% FTE, Exempt, Full-Year

REPORTS TO: Director of Advancement

WORK SCHEDULE: Monday-Friday, 8:00 AM- 5:00 PM with the ability to work occasional extended weekday hours, some nights, and some weekends as dictated by the events schedule

START DATE: July 1, 2024

SALARY RANGE: \$80,000-\$95,000

Bay offers a strong benefits package for long term employees working at least 60% of full time.

Located in the Presidio of San Francisco, The Bay School is an independent, college-preparatory high school committed to equity and belonging within Bay and beyond. The school seeks to provide its students with a challenging, innovative curriculum and a collaborative, supportive community. Our staff and faculty members (“staffulty”) foster and model curiosity, critical thinking, intentionality, open dialogue, and good humor. Bay students have been described as engaged and thoughtful self-advocates who value community and courage. Please visit our precepts and academics pages to learn more about our school.

The Bay School considers all qualified applicants for employment and does not discriminate on the basis of race, color, religion, identity, national origin, ancestry, age, sexual orientation, gender identity, and gender expression (SOGIE), or any other characteristic protected by law. We are committed to having a Staffulty and student body that reflect the diversity of the Bay Area. We strongly encourage those with a demonstrated dedication to social justice, collaboration, innovation and student-centered education to apply. We encourage BIPOC candidates to apply.

The Bay School does not participate in the USCIS E-Verify program, and we do not sponsor work visas.

Job Description

The Associate Director of Annual Giving is an important member of the Advancement Office, working in partnership with the Director of Advancement to navigate the constantly changing landscape of philanthropy to ensure that Bay's fundraising practices are aligned with the mission, precepts, and vision of the school.

This position works with the Director of Advancement and the entire Advancement team to develop and implement strategies for the identification, cultivation, solicitation, and stewardship of donors to The Bay School's Annual Fund.

Required Qualifications

EDUCATION: Bachelor's degree preferred.

EXPERIENCE: At least three years of Advancement experience and knowledge of annual giving practices. Experience in an independent school setting is preferred.

COMPUTER SKILLS: Strong computer and technical skills required including Google Suite Products, Raiser's Edge/NXT, GiveCampus, Excel, PowerPoint, and design software such as Canva or InDesign.

CERTIFICATES & LICENSES: Clear and valid driver's license preferred.

OTHER REQUIREMENTS: Job offers are contingent upon clear LiveScan fingerprinting and TB risk assessment. Other requirements include completing first aid/CPR training, mandated reporter training, anti-harassment training, and bloodborne pathogen training. Access to these mandatory trainings are provided and paid for by the school.

Major Responsibilities

Annual Fund

- In partnership with the Director of Advancement, drives all aspects of Bay's Annual Fund program, including segmentation, messaging, and collateral;
- Helps establish and achieve long-term financial goals for the Annual Fund, actively reporting on the progress and outcomes of these goals;
- Works with the Head of School, select members of the Board of Trustees, The Bay Family Association, and lead volunteers to achieve revenue and operational goals on behalf of the department;
- Works closely with the Bay Family Association and Bay Senior Leaders to create a vibrant culture of parent engagement by recruiting, training, managing, and celebrating a broad range of volunteers, including a robust parent Annual Fund volunteer committee;
- Prepares all Annual Fund solicitation materials and leads all volunteer solicitor training;

- With the Director of Advancement, begins to lay the foundation for a successful Alumni Giving program. Works to develop more robust communications, solicitations, and Alumni involvement in the philanthropic life of the school;
- Coordinates cultivation and stewardship plans for Annual Fund donors and volunteers;
- Potential to own a portfolio of mid level donors.

Gift Acknowledgement and Reporting

- Monitors and reports program results and conducts ongoing analysis and evaluation of solicitation programs;
- Creates and maintains reports on AF progress that reconciles with department databases and allows volunteers and Bay team members to move ahead confidently with cultivation and solicitation of donor prospects;
- Writes thank you notes for all AF gifts under \$5K.

Special Events / Volunteer Support / Community Engagement

- Works with the Special Events Coordinator, supports all Advancement-sponsored events as needed, including Opening Day Coffee, New Parent Dinner, Graduation, College Parents' Care Packages Assembly, Grandfriends Day, donor and volunteer appreciation events, Bay Splash, etc.
- Attends Advancement and other school events and is a visible and engaged community member;
- Actively engages with Bay faculty and staff and may become a member of staffulty committees.

Required Professional Qualities/Abilities

- Strong organizational skills and communication, both written and oral;
- Ability to organize and prioritize workload in a timely manner and handle multiple deadlines;
- Detail-oriented with the ability to multitask;
- Ability to motivate and manage diverse teams of volunteers including colleagues, students, parents, and the broader Bay community;
- Ability to work well under pressure, be flexible, and collaborate;
- Demonstrate sound judgment, effective decision-making, and problem-solving skills;
- Good attitude and willingness to jump in as needed;
- Demonstrated commitment to equity and belonging;
- Ability to receive and incorporate feedback;
- Ability to advocate for fund and friend raising within and outside of the school;

- Ability to use and effectively employ technology to promote department efficiency, communication, and organization.

The Ideal Candidate

- Finds resonance with The Bay School mission, philosophy, and precepts;
- Shows evidence of continued commitment to anti-bias and equity work, and understands the social justice dimension of education;
- Commits to ongoing professional growth;
- Welcomes and learns from feedback;
- Enjoys being in a high school community;
- Values and incorporates mindfulness as a practice.

Physical Requirements

- Ability to lift and carry 20 pounds;
- Ability to sit/stand for long periods of time;
- The Bay School campus has three separate buildings that are across the street from each other. Classrooms and offices are spread throughout all three buildings and the work of this department requires frequent movement around campus;
- High frequency of viewing a computer monitor.

Work Environment

- Work is performed primarily indoors in a shared office setting;
- The noise level in the work environment is moderate to loud during school hours and usually quiet outside of school hours;
- The Bay School lunch service is provided by Acre Gourmet and is available to all employees and subsidized by the school. Staffuly eat lunch in shared dining room spaces with students, in their offices, or in the Staffuly lounge on the fourth floor.

[Please review the full job description here for more details.](#) If interested in the position, please review our website, then email all of the items below to: Susie McCobb, Executive Assistant to the Heads of School, at: jobs@bayschoolsf.org, subject line: **Director of Annual Giving**

Incomplete applications will not be considered.

- Cover letter describing your interest in the position as well as how you anticipate contributing to The Bay School;

- Resume/C.V.;
- Contact list of 3 references, at least one of whom must be a recent supervisor.