



as far as the mind can see

Assistant Director of Annual Giving and Engagement

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1315 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world." Francis Parker School has two campuses in close proximity. One in Mission Hills (Lower School JK-5), and a second in Linda Vista (Middle and Upper School 6-8 and 9-12, respectively).

Job Description:

The Assistant Director of Annual Giving and Engagement's primary role is to support the engagement and outreach efforts of the Advancement team to advance the culture of philanthropy and the mission of the School.

Essential Duties/Responsibilities:

Donor Relations and Stewardship

- Strategize and execute the faculty and staff annual giving campaign.
- Support front-line fundraising efforts through direct solicitation as needed.
- Support capital campaign recognition efforts.

Events

- Implement best-in-class events and meetings that support cultivation, fundraising, donor recognition, and high-level engagement.
- Collaborate on the strategic and creative event production to ensure each gathering aligns with the School's strategic direction.
- Collaborate on event communications and marketing.
- Responsible for logistical planning (i.e., food and beverage, technology requests, space reservations, space set-up and diagramming, décor and design), guest and volunteer management, event run-of-show, on-site execution, and post-event reports and follow-up.
- Serve as the main point of contact at Advancement events.
- Attend school community events to build relationships with internal and external constituents.

Advancement Services

- Support database administration.

www.francisparker.org

Linda Vista Campus
Mission Hills Campus

6501 Linda Vista Road
4201 Randolph Street

San Diego, CA 92111
San Diego, CA 92103

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- Perform research on individuals, foundations, and corporations using various databases and online tools.
- Analyze and synthesize accumulated information to assess financial capacity, philanthropic tendencies, and interests at Parker.
- Write prospect profiles.
- Prepare and review materials for briefings, cultivation, and solicitation meetings.

Overall

- Develop and maintain close collaborative partnerships with colleagues, faculty, and staff to ensure a strong understanding of the School's mission, strategic vision, and message.
- Complete other duties as assigned.

Qualifications:

- Bachelor's Degree (BA) from a four-year college or university with a preference for applicants with a graduate and/or terminal degree.
- At least two years of related experience and/or training.
- Appreciation and understanding of the Parker's mission, including an ability to articulate its values and vision internally and externally.
- Excellence in building and growing long-term relationships.
- Capacity to contribute to the overall strategic planning effort.
- Demonstrated ability to collaborate and work effectively colleagues and volunteers.
- Excellent verbal and written communication skills.

Salary and Benefits:

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

Salary Range: \$65,000 - \$70,000 per year, based on experience.

Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry,

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ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

Application Process:

If interested in the position, please fill out the electronic [Francis Parker School Employment Application HERE](#). You will need to upload the following documents during this process: a cover letter and resume.

If you CANNOT or DO NOT wish to submit your application through the link above, a cover letter, resume, and a completed [employment application](#) should be submitted electronically to:

Shara Freeman Hoefel, Assistant Head of School for External Relations
advjobs@francisparker.org

Please find the PDF of our employment application here: [find it here](#)

[Please indicate which position you are applying for in the subject line.](#)

<https://www.francisparker.org/about-us-/employment>

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