



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. Through cultivation and stewardship activities, the role will provide a framework for focused annual cultivation and stewardship efforts that invite and educate our prospective donor base and appropriately recognize donors for their philanthropic investment in Francis Parker School for their commitment to the School's mission. This position is not eligible for hybrid or remote work.

Essential Duties/Responsibilities:

Under the direction of the Advancement Department's Directors, this role will:

- **Identify and research prospects in all constituencies to build a pipeline of potential donors.**
 - Responsible for preparing donor research and prospect activities; lead efforts to find "lost alumni," and prepare materials for briefings, cultivation, and solicitation meetings as needed.
- **Implement best-in-class events and meetings that support cultivation, fundraising, donor recognition, and high-level engagement.**
 - Responsible for logistical planning (i.e., food and beverage, technology requests, space reservations, space set-up and diagramming, décor and design, vendor payment and WebPurchasing coordination), on-site execution (including procuring, transporting and loading-in and out event assets for off-site events and events on both campuses), procuring RSVPs when appropriate, and post-event reports and follow-up for Advancement events.
- **Utilize multiple communication outlets to strategically share information and keep the donor base informed and inspired.**
 - Responsible for supporting content creation for parent, grandparent, and alumni e-mails, newsletters, and social media.

www.francisparker.org

Linda Vista Campus
Mission Hills Campus

6501 Linda Vista Road
4201 Randolph Street

San Diego, CA 92111
San Diego, CA 92103

858 / 569-7900
619 / 298-9110

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- **Grow giving participation and overall money raised to ensure the excellence of a Parker education.**
 - Responsible for supporting front-line fundraising efforts through direct solicitation as needed, and spearhead more targeted campaigns as needed.
- **Engage, recognize, and reward volunteers and donors.**
 - Responsible for supporting cultivation and stewardship activities such as thank you gifts, acknowledgment letters, and database record maintenance, and other donor outreach.

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 in non-profit fundraising and event planning.
- Excellent verbal and written communication skills.
- Excellence in building and growing long-term relationships.
- Capacity to contribute to the overall strategic planning effort.
- Demonstrated ability to collaborate and work effectively with colleagues and volunteers.
- Appreciation and understanding of Parker's mission, including an ability to articulate its values and vision internally and externally.
- Ability to transport assets to events in a personal vehicle.
- Ability to lift up to 25 lbs.
- Independent school experience preferred.
- Spanish or Mandarin language skills are a plus.
- Knowledge of Raiser's Edge database a plus.

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: \$66,560 - \$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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