



ST. JOHN'S PREP

Boyden Executive Search Contact

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Position Summary

The Managing Director of Annual Giving will oversee the annual giving program, the Fund for St. John's. This position reports directly to the Chief Advancement Officer (CAO). The ideal candidate should possess the skills to work in a fast-paced office environment and have the desire to increase philanthropic support to St. John's Prep. Collaboration within the office and working to strengthen relationships across campus are important parts of the role. Travel and occasional weekend/evening hours may be required.

Key Tasks and Responsibilities

- Lead all annual giving, marketing and special event strategies to grow revenue through the Fund for St. John's.
- Design and implement communication and marketing strategies for direct mail and digital programs, including solicitation, social media, donor recognition, volunteerism, giving challenges and sprints, as well as strategic annual fund campaigns and matching gifts.
- Manage portfolio of approximately 75-100 prospects who have the capacity to make leadership annual gifts of \$1,000 - \$50,000.
- Manage and staff the Head of School Council Committee, composed of volunteer solicitors for the Fund for St. John's.
- Utilize the GiveCampus platform to maximize engagement in fundraising events.
- Manage budgets and expenditures associated with travel, programs, events, and other initiatives.
- Work closely with the CAO and Finance Office to ensure accuracy of financial reporting and remain aligned with budgeting goals.

- Contribute to success and engagement of Advancement Committee work through guidance of and collaboration with CAO.
- Represent the Office for Institutional Advancement and its priorities, as well as the school's interests and mission, on and off campus at events, in meetings and through committee work.
- Set strategy, manage, and lead event logistics and communications for specified events.
- Ensure effective telephone and mail/email communications to support internal and external constituent management.
- Collaborate with Alumni Office on other events, such as Reunion Weekend, Regionals, etc.
- Oversee hiring and management of additional position(s) in the future.
- Attend and staff events as assigned by CAO.
- Plan and oversee key cultivation and stewardship events.
- Collaborate with the Manager of Advancement Services on communications for the Prep's annual Online Auction.

Skills and Competencies

- Excellent planning and organizational skills.
- Strong written and oral communication skills.
- Comfort with planning visits on and off campus.
- Ability to recognize and target major gifts prospects.
- Desire to work with a variety of people, including staff and faculty school-wide.
- Ability to work independently and take initiative.
- Experience soliciting and closing gifts.
- Maintain a high level of confidentiality and discretion.

Education and Experience

- Bachelor's degree required.
- Experience within an annual giving/development program, including identifying and soliciting donors.
- Raiser's Edge experience preferred.

Physical Requirements

- Standing/sitting for long periods of time.
- Bending, lifting, pushing, kneeling, crouching, crawling, stooping.
- Must be able to lift up to 50 pounds.
- Must be able to reach at and above shoulder height to access higher areas of equipment, etc.
- Must be capable of adapting to frequent changes in position throughout the workday.
- Hearing and speaking to exchange information in person or on the telephone.
- Use of hands and fingers for manipulation, and using computer keyboard, educational tools, play equipment, and perform first aid and CPR.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.

St. John's Prep is committed to building a diverse and inclusive campus community. We welcome applications from underrepresented groups. We seek applicants who demonstrate a commitment to multiculturalism and diversity that is manifested in classroom practice, student engagement, interpersonal communication, and curricular decisions.

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About Boyden

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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