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| <b>Cape Fear Academy</b><br><b>Associate Director of Advancement</b> |
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**Division:** Advancement

***CLASSIFICATION***

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**Payroll:** Exempt, Full Time

**Position:** Administration - 12 Month Employee

***SCOPE***

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The Associate Director of Advancement is responsible for driving the Annual Fund Program for Cape Fear Academy. In addition, the incumbent is responsible for planning of all funding materials for print, digital and social media channels.

***MAJOR RESPONSIBILITIES***

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- Create a compelling case for support for Cape Fear Academy's Annual Fund program
- Develop and implement a plan for increased Annual Fund support and participation across all constituencies to include parents, grandparents, former parents, alumni, faculty, staff, and friends
- Direct the development and production of all Annual Fund materials for print and work with marketing team on digital promotions.
- Use prospect research to determine appropriate targets and solicitation strategies for individuals.
- Be an active participant in the development strategy sessions with the Head of School, members of the Board of Trustees, and the Director of Advancement.
- Manage a portfolio of donors and solicit constituents for leadership level Annual Fund gifts
- Keep current with best practices in fundraising
- Assist Director of Advancement in the execution of all fundraising, donor relations and school events
- Business Office liaison for gift reporting and reconciliation
- Performs other projects and duties as assigned.

***POSITION IN ORGANIZATION***

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**Reports to:** Director of Advancement

**Directly Supervises:** N/A

**Indirectly Supervises:** N/A

***RELATIONSHIPS***

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**Internal:** All Cape Fear Academy employees, students, and parents

**External:** Outside customers, vendors, suppliers and contractors

***WORK SCHEDULE***

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This position is scheduled to work an average of 40 hours per week. The actual times worked are determined by the supervisor and must meet the requirements of the position description.

***JOB REQUIREMENTS***

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**Knowledge, Skills and Abilities:**

- Must have a positive attitude and team mindset
- Excellent planning and organization skills
- Ability to manage multiple projects at one time
- Excellent writing skills with the ability to create a compelling case for support
- A self-starter
- Working knowledge of the Google's G Suite and Microsoft Office projects to include Word, PowerPoint, and Excel.
- Experience in donor management database programs and basic accounting skills
- Comfort with occasional public speaking engagement
- Availability for occasional evening and weekend work, as required

**Education:** Bachelor's degree is required, a master's degree preferred.

**Experience:** A minimum of five or more years of fundraising experience, preferably with managing annual and leadership giving programs.

**Equivalency:**

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

**Physical Requirements/Working Environment:**

- Frequent use of the computer, phone, and copier.
- Occasional travel required for seminars, conferences, and other training.
- Ability to handle stressful situations in a calm and objective manner.

**Approvals:**

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**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Division Director**

\_\_\_\_\_  
**Date**

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**HR Manager**

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**Date**

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*