



Growth. Values. For Life.

## **JOB DESCRIPTION**

**JOB TITLE:** Parent Giving and Engagement Manager

**DEPARTMENT:** Advancement

**GENERAL DUTIES:** This is a full-time position reporting to the Director of Advancement. The Parent Giving and Engagement Manager works closely with the Director of Advancement, Academy President, Core Team, Ursuline faculty and staff, and volunteers to support the advancement program as it fosters a strong culture of philanthropy across the school. The Parent Giving and Engagement Manager is responsible for securing leadership annual fund gifts and major gift commitments from community members—particularly current parents, past parents, and grandparents—that help advance the mission and goals of Ursuline Academy. This individual also manages, oversees, and supports the Ursuline Academy Parents Association (UAPA), serving as a liaison between the UAPA and the school's academic and administrative leadership. The Parent Giving and Engagement Manager will actively execute, lead and manage a wide range of volunteer and fundraising events throughout the year.

**REPORTS TO:** Director of Advancement

### **SPECIFIC DUTIES:**

#### **Fundraising and Portfolio Management**

- Cultivate, solicit, and steward current and past parents, as well as grandparents, within the Ursuline community to increase philanthropic commitments from this key constituency.
- Manage a portfolio of 100 +/- prospects. Responsible for personal solicitations in support of the annual fund and other campaign funding priorities. Work toward the attainment of other yearly fundraising metrics (i.e. dollars solicited, dollars committed, new major gift prospect identified etc.) to be determined in coordination with the Director of Advancement each year.
- Assist in the development and execution of strategies for major fundraising challenge days, including Giving Tuesday and the Ursuline Academy Founders Day Giving Challenge.
- Assistant in the creation of targeted fundraising solicitations through email and social media to engage parents, past parents, and grandparents, and other constituencies.
- Work with the Annual Fund and Alumnae Relations Manager on participation strategies to consistently reach 60+% parent participation.

### **Ursuline Academy Parent Association**

- Manage, oversee, and support the Ursuline Academy Parents Association (UAPA) for the school to create a partnership among the schools, parents and the community; this includes attending their meetings, supporting fundraising and community-building events, recruiting executive committee members, and fostering productive relationships between its members and the academic and administrative leadership.
- Oversee and coordinate UAPA efforts around volunteer recognition

### **Events**

- Act as the team lead for UA's Golf Outing, one of the Advancement office's premier fundraising events, by soliciting lead sponsorships, developing event programming, coordinating volunteers and soliciting auction item donations.
- Solicit sponsorships, auction items and class basket items and provide general logistical support for other Ursuline Academy fundraising events (e.g. Paint the Town Red, Trivia).

### **Other:**

- Provide general logistical support for other advancement-related initiatives and other Academy events and priorities as needed.

### **Work Ethic:**

- Maintain confidentiality at all times regarding the Ursuline community.
- Attend all required meetings and willing to perform all other duties as assigned.
- Contribute by personal example to an atmosphere of faith commitment in a manner consistent with Catholic values and our founder St. Angela Merici.
- Respect, cooperate and maintain a positive attitude with colleagues (faculty and staff), students, parents and alumnae and exemplify the core values.

**EDUCATION:** BA or BS degree

**EXPERIENCE:** 3-5 years of fundraising experience required

### **COMPETENCIES NEEDED:**

Bachelor's Degree required, with a minimum of three (3) years of progressively responsible development/advancement experience within the educational environment. Must have a demonstrated track record of developing and soliciting leadership annual fund gifts, with preference given to those with major gift solicitation experience. Should also have experience managing volunteer groups. The successful candidate will possess the ability to work in an environment that puts a strong emphasis on metrics and success as well as the capability to work independently and as part of a small team. Excellent interpersonal and oral skills and demonstrated effective writing skills will be required as will strong organizational and analytical skills and the ability to manage multiple projects. Complete proficiency in the Google Suite of products: Google Mail, Google Docs, also with Microsoft Office, including Word, Excel, and PowerPoint. Familiarity with Raiser's Edge (alumni and donor database software) or similar systems preferred but not necessary. Excellent proofreading and editing skills; strong interpersonal, written and verbal communication skills are essential; ability to prioritize work and follow general office procedures. Preference given to those with intimate knowledge of the Ursuline and Wilmington community.

**PHYSICAL DEMANDS:**

The position requires frequent walking, standing, bending, talking and lifting of up to 25 pounds as a regular part of the job. Specific vision ability required including close, distance, peripheral vision and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Frequent evening and weekend work is required.**