Title: Assistant Director of the Annual Fund for Young Alumni

Department(s): Development Office

Reports to: Director of the Annual Fund

FLSA Status: Full-time, Exempt, Faculty

**About Portsmouth Abbey School**

Portsmouth Abbey School is a coeducational Catholic boarding and day school for students in grades 9 through 12. Founded in 1926 by the English Benedictine Congregation, the School is located on a 525-acre campus along Rhode Island’s Narragansett Bay, less than 30 minutes south of Providence and 20 minutes from Newport. Portsmouth Abbey combines a classical education in the Catholic intellectual tradition with Benedictine values. With 350 students, the School believes that the love of learning leads to the desire for God, and that the quest for intellectual understanding propels students to the search for ultimate meaning. The School is known for encouraging students to engage passionately in academic and intellectual pursuits, innovative electives and extensive opportunities in athletics and the performing and visual arts as well as a commitment to service and a focus on things that matter. Students are inspired to become the next generation’s leaders, stewards, innovators and problem solvers all the while grounded in Benedictine values of love of God and neighbor, humility, hospitality and a desire to serve the common good.

The Assistant Director of the Annual Fund for Young Alumni will work with the Director of the Annual Fund and other members of the Advancement team to achieve increased levels of annual support and engagement from alumni, parents and friends of Portsmouth Abbey School, particularly through management and supervision of the young alumni for purposes of fundraising and alumni affairs.

**Development Responsibilities:**

* Develop and execute new strategies for soliciting graduates of the last 25 years for unrestricted Annual Fund gifts.
* Establish preliminary goals for the gift and participation rates among the young alumni classes.
* Assist in the identification, cultivation, solicitation, and stewardship of young alumni leadership donors.
* Oversee and increase Raven Society giving numbers.
* Identify, train, and manage and coordinate the work of Young Alumni Class Agents through regular communication.
* Direct Reunion year giving initiatives for classes celebrating 5th, 10th, 15th, 20th and 25th milestones.
* Manage the monthly Young Alumni Spotlight series, including the identification and editing of profiles.
* Coordinate the Sixth Form Class Gift Agents selection process, train new volunteers, help execute a strong Sixth Form Class Gift Campaign, and serve as the liaison between the class and the Development Office.
* Manage the distribution of yearbooks to the most recent graduating class.
* In partnership with Communications team, develop Annual Fund video and social media strategies to engage, solicit, and steward all constituents.
* Assist with other elements of the Annual Fund and alumni relations as needed, including direct marketing and communications.

**Alumni Affairs Responsibilities:**

* Oversee the Alumni Networking Series which includes the planning and implementation of 4-6 regional networking events each year.
* Mailings for births, weddings, deaths, etc.
* Manage Facebook groups for assigned constituents.
* Other duties as assigned.

***\*\*Potential Faculty Responsibilities\*\*:***

* Serve as an advisor for 5-7 students, which include weekly meetings and parent communication.
* Perform affiliate duties in an assigned dorm one night a week from 7-9:45pm while boarders are on campus.
* Chaperone an assigned weekend activity approximately every 3rd weekend during the academic year.

**Experience & qualifications:**

* Bachelor's degree.
* Knowledge of the principles and practices associated with fundraising in independent schools, including personal solicitations, direct mail, esolicitations, telephone solicitations, reunion giving and donor relations.
* Strong computer and excellent writing skills are required. Experience with The Raiser’s Edge software is ideal.
* Strong analytical skills with the ability to quickly adjust strategy based on data trends.
* Must be an independent and strategic thinker capable of understanding a full scope of projects while seeing individual tasks through to completion.
* Must be able to multi-task, with an ability to prioritize and manage deadlines.
* Must be a results-oriented individual who demonstrates the ability to work well with people at all levels of an organization and warmly develops relationships with diverse constituencies while employing keen judgment.
* The ability and willingness to travel on occasion.

**Other Qualifications:**

* All prospective employees must be able to pass a background check.

## Benefits to include:

Salary: Commensurate with experience and education

Benefits:

Pension (403b): PAS contribution of 10%; employee contribution of 1%, after 2-year waiting period (waived with prior educational experience)

Health insurance: United Healthcare; Waive, $3,100 stipend

Dental insurance: Delta Dental

Life insurance: equal to one year’s salary

Short-term disability (TDI): paid by employee and administered by State of RI

Long-term disability: 90-day qualifying period; 60% of salary; $7,500 maximum monthly benefit (conversion privilege)

AD&D: per policy

Employee Assistance Program: free and confidential

Tuition remission: 100% tuition remission

Position open until filled.

## Please email a letter of interest and resume to:

## Patty Gibbons

## Director of Advancement

## Portsmouth Abbey School

## 285 Cory’s Lane

## Portsmouth, RI 02871

## pgibbons@portsmouthabbey.org

## No phone calls please.