

HORACE MANN SCHOOL
231 West 246th Street
Bronx, NY 10471
An Equal Opportunity Employer

Assistant Director of Annual Giving

Estimated start date: 2/1/2023

Horace Mann School, a leading New York City coeducational day school serving students in grades Nursery through 12, seeks an energetic and experienced professional for the position of Assistant Director of Annual Giving. Reporting directly to the Director of Annual Giving, the Assistant Director will develop and support a plan for the school's successful \$7 million + annual giving program, including specific targets for increased dollars, donors, and participation rates. The annual salary range for this position is \$75,000 to \$100,000 based on experience.

Primary Duties and Responsibilities:

- Support and manage the Alumni Class Agent Annual Giving volunteer structure
- Identify, recruit, and motivate volunteers
- Produce frequent fund tracking reports for volunteers and administrators
- Execute orientation and training program for Class Agents
- Assist with data collection and list segmentation for appeal mailings and Annual and Interim Reports of Donors
- Assist with creating direct mail, email, video, and social media fundraising strategies
- Arrange textathon, phonathons, and alumni class-specific appeals as needed
- Enhance reunion and young alumni giving efforts
- Execute and manage alumni giving challenges
- Coordinate and work with students on the Senior Class Gift
- Help manage and support the online volunteer management platform, online giving day portal, and text-to-give function
- Other duties as assigned

Requirements and Preferred Qualifications:

- Position requires a Bachelor's degree and previous advancement experience, preferably at an educational institution.
- We seek a candidate who is proficient with technology including the Microsoft Office Suite. Knowledge of Blackbaud's Raiser's Edge NXT strongly preferred.
- Ideal candidate will be highly motivated, well-organized, a good written and oral communicator, have a strong work ethic and the ability to both work independently and thrive in a team environment.
- Some evening and weekend work is required.

Horace Mann School is a coeducational, college preparatory independent day school for students from Nursery through grade 12. The School seeks to stretch the imagination, intellect and insight of its students while developing the moral characteristics that impart identity and purpose. We recognize as our core values: the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful Environment, and a Balance between Individual Achievement and a Caring Community. These core values guide our decision-making and govern the implementation of our curriculum and programs across all divisions of Horace Mann School. In addition to its campuses in Manhattan and the Bronx, NY, the School also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 320 largely wooded acres in Washington, CT. One of the nation's 10 largest independent day schools, as of September, 2022, the School enrolls 1,801 students from 154 zip codes, representing Manhattan, The Bronx, New Jersey, Westchester and Connecticut. Slightly more than 50% of students identified as race other than white and/or as Hispanic/Latinx and 2.6% of students identify as international. Slightly less than 52% of our students identify as girls and 48% of our students identify as boys. A third group expresses a different gender identity. Approximately 15% of our current students receive Financial Aid to attend Horace Mann. Thirty-five percent of School administrators, teachers, and staff members identified as race other than white and/or as Hispanic/Latinx. Over the past five years, the School has recorded a 97% annual retention rate for students and a 92% retention rate for all employees. The school's recent \$125 million bricks and mortar campaign has provided the Middle and Upper Divisions with newly constructed and renovated state of the art science and physical education facilities.

Interested candidates should submit a cover letter and resume to: employment@horacemann.org.