

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

Annual Giving Manager – Development Office

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 Annual Giving Manager. She, he or they will work under the direction of the Director of Annual Giving to develop and support a plan for the school's successful \$6 million + annual giving program, including specific targets for increased dollars, donors and participation rates.

Primary Duties and Responsibilities:

- Support and manage the Alumni Class Agent Annual Giving volunteer structure
- Identify and recruit 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 phonathons 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
- Manage and support the HM Alumni Mobile App and text-to-give functions
- Other duties as assigned

Requirements and Preferred Qualifications:

- Position requires a Bachelor's degree and 1 or more years of 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 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 305 largely wooded acres in Washington, CT. One of the nation's 10 largest independent day schools, as of September, 2018, the School enrolls 1,786 students representing 148 zip codes, with 40% self-identified students of color. For 2018-19, 15% of the students receive need-based Financial Aid. Twenty-two percent of School administrators, teachers and staff members identify as people of color. 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 current \$100 million bricks and mortar campaign will provide the Middle and Upper Divisions with either newly constructed or renovated, state of the art science facilities by the beginning of the Fall of 2018.

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