

Annual Giving Coordinator

Job Posting
12 Month Position

Job Title: Annual Giving Coordinator
Department: Office of Advancement
Reports To: Director of Annual Giving
Work Hours: Generally 8:00 a.m. to 4:00 p.m., M-F, with some evenings and Saturdays
FLSA Status: Non-exempt

SUMMARY:

Under the general supervision of the Director of Annual Giving, the Annual Giving Coordinator engages in fundraising, donor stewardship, event planning, and other activities that support The Fund for Hathaway Brown (annual fund). This position will also play a key role in the execution of fundraising/alumnae relations initiatives for the Office of Advancement.

Essential Functions:

- Work closely with the Director of Annual Giving to develop and execute a solicitation and stewardship plan for The Fund for Hathaway Brown, consistently raising \$1.775+ million in annual operating support for Hathaway Brown
- Manage parent and alumnae giving volunteer programs including recruitment, results reporting, communication and stewardship
- Maintain a leadership annual gifts portfolio of constituents whose giving to The Fund for Hathaway Brown reaches the annual level of \$1,000+
- Develop creative ideas and new tactics to educate, thank, and inspire donors
- Assist in planning and executing Share the Love, HB's annual give days in support of The Fund for Hathaway Brown
- Support the Director of Annual Giving in tracking progress to goal and reporting activity and key metrics
- Provide leadership for special giving initiatives, with a particular focus on parents, young alumnae, and HB's senior class gift, including the use of social media and engagement events/activities
- Plan, assist and attend Advancement donor recognition events
- Performs other duties as assigned

Required knowledge, skills, and abilities:

- Bachelor's degree required and a minimum of two to three years' annual giving, development, alumni relations, and/or marketing/communications or the equivalent experience in related area is required
- Excellent communication skills, written, oral and digital
- Confidentiality, integrity, discretion, attention to detail is imperative
- Ability to plan, implement and manage multiple projects
- Solid computer skills with experience in Microsoft Office applications, social media and other marketing tools, and preferred experience using Blackbaud's Raiser's Edge/NXT (or similar database)
- Proven skills in data extraction and manipulation for planning and evaluation
- Volunteer management experience
- Strong appreciation for Hathaway Brown School, its mission and values
- Some nights and weekends may be required

About Hathaway Brown

Hathaway Brown School has a rich 146-year history of educating and empowering girls. As Ohio's oldest continually operating college-preparatory for girls, Hathaway Brown has earned a reputation for academic excellence and innovation in the region and around the country. Home of the Learn for Life signature approach, Hathaway Brown has long been devoted to a fusion of cutting-edge curriculum and

experiential learning. Our approximately 850 students and 225 faculty and staff come to Hathaway Brown from 89 different communities in Northeast Ohio, and enjoy our stunning 16-acre campus in Shaker Heights, Ohio – just minutes from the cultural attractions of downtown Cleveland.

Diversity, Equity, & Inclusion

Hathaway Brown School is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development, curricular and extracurricular programming, and school culture. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people who are members of other marginalized communities. Click [here](#) to be directed to our full DEI Statement.

Interested candidates should send a resume and cover letter to:

Human Resources
Hathaway Brown School
19600 North Park Boulevard, Shaker Heights, Ohio 44122

hrstaffing-adv@hb.edu
www.hb.edu. EOE