Montessori Community School

Job Title: Annual Giving & Events Manager

Employment Type: Full-Time
FLSA Status: Exempt
Department: Development
Reports To: Director of Admissions & Marketing

Job Summary

Annual Giving & Events Manager is a member of the Admissions and Marketing team and works closely with the Director of Admissions & Marketing and the Head of School to support Montessori Community School's philanthropic and community engagement efforts. This role focuses on building meaningful relationships with families, alumni, donors, and community partners while helping strengthen the culture of giving and connection across the MCS community.

Annual Giving & Events Manager supports fundraising and community engagement initiatives througha combination of relationship-building, donor stewardship, communications, events, and annual giving efforts. Working collaboratively with the Director of Admissions & Marketing, Head of School, faculty, staff, and volunteers, this position helps strengthen connections among current and former families, alumni, donors, and community partners.

Essential Duties

- • Deep appreciation and understanding of MCS's mission and has the ability to articulate its values and vision internally and externally for the purpose of enhancing the school's development agenda.
  • Develops and implements engagement and fundraising initiatives that support the mission, visibility, and long-term sustainability of Montessori Community School. Responsibilities include leading the Annual Fund, donor and alumni engagement efforts, stewardship communications, special events, community partnerships, grant coordination, and endowment support initiatives. This role helps foster meaningful relationships across the MCS community while identifying thoughtful and creative ways to strengthen participation, connection, and philanthropic support.
  • Leads school-wide fundraising and community engagement initiatives and helps cultivate strong relationships with current and former families, alumni, donors, and community supporters to encourage long-term engagement and philanthropic support for MCS, including support for future endowment growth and potential capital campaign efforts.
  • Works collaboratively and creatively with the Director of Admissions and Marketing to ensure continuity of style in publications, grant submissions, reports, and collateral materials for cultivating and stewarding donors.
  • Works collaboratively with the Parent Family Association (PFA) and key constituents including the Board of Trustees, current and former parents, grandparents, friends, and community members through relationship-building cultivation efforts.
  • Articulates and promotes a healthy culture of philanthropy and builds opportunities to create

and sustain a community that understands the relationship between philanthropy and education.
- Manages and executes an accurate and efficient gift processing and donor acknowledgement process, enters data in a timely manner into the donor database (Bloomerang), and works closely with the Director of Finance regarding financial reporting. Manages accompanying information and record-keeping systems.
- Maintains organized and thoughtful donor engagement and stewardship practices, including tracking outreach, communications, and relationship-building efforts. Uses data-informed decision-making to help strengthen fundraising and community engagement strategies and collaborates with school leadership and the Board of Trustees to support philanthropic initiatives and community engagement goals.
- Responsible for all direct mail and digital solicitation which enhances stewardship and cultivation such as the annual report (Perspectives), e-newsletters, and appeals.
- Develops strategies for existing donors to effectively move them through a meaningful cycle of giving.
- Meets regularly with the Director of Admissions & Marketing and Head of School regarding program goals and initiatives and routinely reports to the Board of Trustees and appropriate committees.
- Coordinates and attends MCS events and activities and fosters significant pride and excitement for fundraising efforts.
- Inspires an enthusiastic sense of community and pride in the school on the part of the parents, alumni/ae, faculty, staff, and other constituent groups through donor recognition events and special celebrations.

Secondary Duties

- Additional Job Requirements:
  - Exemplifies the role of servant leader and creates a collaborative, motivating, and engaging communication style with all stakeholders.
  - Proven excellent oral and written communication skills, and high level of proficiency in the use of communication technologies including print, publishing, and social media.
  - Demonstrated ability to build meaningful relationships, manage projects and events, communicate effectively with a variety of audiences, and engage communities around a shared mission or purpose.
  - Minimum of 3-5+ years in non-profit fundraising, marketing, communications, and/or event planning, preferably within an independent school.
  - Highly organized with an ability to balance multiple priorities in a complex environment.
  - Working knowledge of development best practices, trends in (independent school) education and development, fundraising tools and technology, including donor databases, e-mail and online campaigns, and donor research.
  - Extreme tact and discretion with regard to confidentiality, attention to detail, and a commitment to excellence.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education

Bachelor's degree in Business Administration, Communications, Marketing, or other related field.

Behavioral Characteristics

- Initiative -- Job requires a willingness to take on responsibilities and challenges.
- Cooperation -- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Adaptability/Flexibility -- Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Dependability -- Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Language Skills

- Oral Comprehension -- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension -- The ability to read and understand information and ideas presented in writing.
- Oral Expression -- The ability to communicate information and ideas in speaking so others will understand.
- Written Expression -- The ability to communicate information and ideas in writing so others will understand.

Mathematical Skills

- Basic skills -- Ability to add, subtract, multiply and divide in all units of measure, to calculate rate, ratio and percentage and to draw and interpret bar graphs.

Computer Skills

- Desktop publishing software
- Spreadsheet software

- Word processing software

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is:
- regularly required to stand; walk; sit.
The employee must:
- occasionally lift and/or move up to 25 pounds.

Work Environment

The noise level in the work environment is quiet.