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EMPLOYMENT LISTING

Annual Giving Director

St Louis, MO

Summary: Principia is looking for a strategic and dynamic Director of Annual Giving. In this role, you will be responsible for overseeing a substantial portion of Principia’s annual fundraising efforts – with an emphasis on building and successfully executing and growing an effective and progressive Annual Giving program. You will be developing and executing comprehensive annual fundraising strategies to engage a broad base of donors, increase donor participation and retention, and drive sustainable financial support for our institution. You will lead the team crafting strategizing, planning, and managing Principia’s giving days and ongoing appeals, as well as the Howard Society, student philanthropy, class agent, ambassador and reunion giving programs.

Who We Are

At our award-winning pre-K–12 school in St. Louis, Missouri, and top-ranked Principia College in Elsah, Illinois, Principia faculty and staff make up a close-knit community of educators, coaches, and professionals taking a distinct approach to education—blending academic excellence with Christian Science-based character education. Principia's team of over 500 employees supports not only Principia School and Principia College, but also a worldwide network of Alumni & Friends.

Principia employees are part of an engaging academic community preparing students to be tomorrow’s leaders, thinkers, and changemakers. We strive to create a [collaborative and inclusive environment](#) where everyone feels they belong and are valued.

Primary Responsibilities

- Strategic Leadership
 - Develop and execute annual fundraising strategies for giving days and general appeals
 - Responsible for the strategy, management and execution of the Howard Society, student philanthropy, class agent, and reunion giving programs.

- Lead a team in implementing these strategies, ensuring alignment with organizational goals.
- Engage with donors, alumni, and other stakeholders to strengthen relationships and build support.
- Collaborates with broader advancement team and outside the department to ensure alignment and support of annual giving and broader institution goals.
- Hires, mentors, and evaluates staff members
- Strategically drive and execute the development and enhancement of:
 - Student Philanthropy Programs: Lead the implementation and oversight of student philanthropy initiatives to cultivate a positive environment marked by receptivity, loyalty, and class unity.
 - Howard Society Program: Devise and implement strategies to elevate the Howard Society, focusing on expanding membership and enhancing its impact as a leadership circle within the institution.
 - Class Agent and Ambassador Programs: Develop and execute a comprehensive strategy for the Class Agent and Ambassador Programs, engaging and empowering advocates to champion fundraising initiatives and strengthen their role as advocates for the organization.
 - Reunion Giving: Formulate and implement a targeted plan for Reunion Giving, encouraging 50th reunion groups to unite in making a collective and impactful contribution, fostering a sense of unity and lasting legacy.
- Data Management and Analysis:
 - Develop, regularly review, and measure annual giving KPIs (key performance indicators)
 - Collaborate with business insights team to generate reports, using the findings to strengthen the program.
 - Maintain accurate and up-to-date donor records and use data analytics to inform decision-making.
- Audience Development and Communication:
 - Take the lead in audience development, ensuring accurate and personalized communication strategies.
 - Collaborate with the marketing team to tailor messaging for specific donor segments, ensure consistency in messaging and branding across all annual giving campaigns, and enhance overall engagement.
- Vendor Management:
 - Conduct regular reviews of vendor partnerships to ensure our needs are being met, programs are advancing, and that we have a donor-first approach to our giving platforms
 - Lead the vendor selection process, negotiate contracts, and cultivate positive relationships with vendors.
 - Work to optimize costs related to vendor services without compromising quality.
- Budget Development and Monitoring:

- Collaborate with department head to develop and monitor annual budgets for the Annual Giving program.
- Support broad advancement initiatives and events, including Reunions and Giving Tuesday

Core Competencies

- **Team players:** Ability to collaborate and partner with peers and senior leaders is critical, with an ability to listen, give and receive feedback, and be comfortable exchanging ideas and speaking candidly in a professional and collegial manner
- **Strategic thinkers:** Ability to consider complex topics from multiple perspectives and offer innovative solutions.
- **Leadership:** Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions of others; inspires respect and trust; accepts feedback from others; provides vision and inspiration to peers and direct reports; gives appropriate recognition to others; mobilizes others to fulfill the vision; promotes a positive work environment.
- **Results Driven and Productivity:** Ability to prioritize and deliver results in a high-volume environment
- **Project Management:** Monitors status of projects, thoroughly deals with project details, holds project owners and participants accountable, delivers clear, accurate depiction of status
- **Innovative:** Presents a problem-solving mindset that helps our team come up with creative solutions to challenging issues, with a mentality of self-improvement and organizational excellence; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas

Minimum Qualifications

- Student of Christian Science
- Supportive of Principia's mission, vision, and values as articulated here <https://www.principia.edu/about/mission>
- Bachelor's degree and 7+ years of progressive management experience
- Minimum five years' experience in annual giving or development
- Proficient with Microsoft Office suite (especially Excel); able and willing to learn new software applications as needed

The statements above describe the general nature and level of work but are not a complete list of responsibilities and are subject to change at the discretion of Principia.

Equal Opportunity

Principia, a mission-driven institution, believes every person has the right to an equitable and respectful educational environment and workplace. Principia does not discriminate on the basis of race, color, national origin, ethnicity, gender (identity or expression), sexual orientation, family status, disability, age, or military or veteran status.

In hiring, admissions, and related decisions, Principia—as an institution with a religious mission—gives preference, where appropriate, to Christian Scientists.

For more information: www.principia.edu/jobs; Beth.Trevino@principia.edu; 618-374-5202

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