

Annual Fund Coordinator

Carolina Friends School was founded in 1962 by members of the Durham and Chapel Hill Friends Meetings to provide a racially integrated school exemplifying Quaker values. The School, located on 121 acres near Durham, Chapel Hill, and Hillsborough, NC, now has a total enrollment of over 480 students from ages three to eighteen and over 80 full- and part-time staff members. For more information, go to www.cfsnc.org

Carolina Friends School strives to be a community of staff, students, and families of diverse backgrounds. CFS does not discriminate based on race, color, gender, sexual orientation, religion, physical disability, socio-economic background, or national or ethnic origin in the administration of its policies and program.

The School is seeking a half-time Annual Fund Coordinator to begin by late April.

For the last two years, since closing a successful capital campaign, the CFS annual fund has successfully met significantly increased goals. The new Coordinator will be responsible for meeting continued increases in annual fund objectives.

The person hired will be responsible for running the School's annual fund, the Friends of Friends School Fund. This includes:

- Planning, developing, and implementing a strategic plan of action with objectives, timelines, and evaluation for the annual fund
- Working with colleagues to establish themes and messaging aligned with other messaging from Development and the School
- Creating and implementing a program and activities (including personal asks, telephone contact, and direct mail) to solicit gifts from all constituencies (Board, staff, parents, grandparents, alumni, and alumni parents)
- Writing, producing, and delivering exceptionally persuasive solicitation materials that appeal to the head and heart
- Creating and executing successful strategies that increase parent giving (total dollars and number of parents giving), parent-to-parent asking, and unit-specific messaging
- Using the Raiser's Edge database to compile data and reports to assess the campaign
- Communicating via multiple media to donors on the impact of their donations and to the CFS community as a whole on the importance of every donation
- Identifying those individuals with major donor potential

In the "off season" (late winter and spring) the Coordinator will engage in work on events (Graduation and Grandparents Day); communications with alumni, grandparents, and other

constituencies; and other tasks. The Annual Fund Coordinator reports to the Development Coordinator.

The successful candidate will be someone who:

- Demonstrates an understanding of and strong commitment to Quaker faith and practice and the School's mission and is at ease with Quaker decision-making, worship, and other practices
- Loves fundraising, brings proven fundraising ability, and is a confident and enthusiastic solicitor of donations
- Is able to seek out, understand, and articulate the unique motivations of a wide range of constituencies and to write and appeal effectively to each of them
- Is experienced in recruiting and managing volunteers
- Is able to work independently and collaboratively as part of a team
- Is able to prioritize workload within a part-time work schedule
- Works with integrity, energy, courage, creativity, resilience, flexibility, and a sense of humor

Carolina Friends School actively encourages applications from individuals who strengthen diversity.

Interested candidates should send a resume, three letters of recommendation, a statement of the role of development in furthering the mission of a school, and up to three examples of solicitation materials they have produced to jobopenings@cfsnc.org. Review of applications begins March 8.

Carolina Friends School
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www.cfsnc.org