



## MONTCLAIR KIMBERLEY ACADEMY

Montclair Kimberley Academy, an innovative, Pre-K–12 independent day school with a strong national reputation, seeks an Annual Giving Coordinator to support the school's philanthropic mission by driving participation and deepening donor engagement across constituencies. Reporting to the Director of Annual Giving, the Annual Giving Coordinator plays a key role in implementing a dynamic annual giving strategy, coordinating multi-channel communications, supporting events and stewardship, and helping to cultivate a culture of philanthropy within the MKA community.

### **RESPONSIBILITIES INCLUDE:**

- Assist the Director of Annual Giving in the execution of the annual giving operating plan, by helping to manage multi-channel fundraising efforts (print, digital, phone, and social media) that support donor retention, renewal, and acquisition of Annual Fund donors.
- Identify, cultivate, solicit, and steward annual giving donors and prospects, with agreed-upon targeted yearly goals.
- Assist with ongoing prospect research and create prospect briefs and supporting materials for solicitations, events, and stewardship activities.
- Assist with the recruitment and management of volunteer annual giving fundraising groups, including parents, students, alumni, and grandparents.
- Build and schedule fundraising emails.
- Manage department events, including but not limited to giving days, donor receptions, and stewardship events.
- Participate in stewardship activities related to parent leadership giving.
- In partnership with the Director of Advancement Services, produce data for personalized mail and electronic communications, reports on fundraising progress, and analysis related to the school's annual philanthropy goals.
- Work collaboratively within the Development Office to ensure seamless identification, qualification, cultivation, solicitation, and stewardship of major donors and prospects.
- Promote a strong culture of philanthropy across departments.
- Anticipate project needs, discern work priorities, and meet deadlines with little supervision, and be willing to travel and work occasional evenings and weekends.
- Serve as an ambassador of MKA's fundraising effort, demonstrating high personal and professional integrity and promoting open, positive collaboration across all MKA departments.
- Assume other duties as assigned.



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### QUALIFICATIONS

- 3–5 years of experience in development or a related field.
- Excellent time management, organizational skills, and the ability to work independently while managing multiple projects simultaneously.
- Strong verbal and written communication skills, with emotional maturity, self-confidence, and a sense of humor.
- Proficiency with Microsoft Office, Raiser's Edge, and other web-based applications.
- Demonstrated experience designing and building email communications using email marketing platforms (e.g., Mailchimp, Constant Contact, or similar).
- Experience using visual design tools such as Canva or Adobe Creative Suite, to create marketing emails is preferred.
- Willingness to learn new tools and systems as the team adopts an email platform.
- Familiarity with the culture of independent schools is a plus.
- Bachelor's degree required.
- Ability to drive and work occasional evenings and weekends.

Interested candidates should send a resume and cover letter to Kelly Flippin, Director of Annual Giving, at [kflippin@mka.org](mailto:kflippin@mka.org).

*MKA is committed to enhancing the diversity of the campus and the curriculum. We especially welcome applications from all individuals with the ability to contribute to MKA's continuing commitment to social and cultural diversity, inclusiveness, and the transformative power of our differences. It is MKA's policy to provide equal employment opportunity to all qualified persons regardless of age, race, creed, color, national origin, ancestry, sex, gender identity, sexual orientation, socio-economic background, or disability not related to the requirements for being a successful employee at MKA.*