

The Kinkaid School Kinkaid Fund Manager Job Description

The Kinkaid Fund Manager is responsible for working with the Kinkaid community to identify, cultivate and solicit annual gift donors and contributions to the School's annual fund known as "The Kinkaid Fund". The Kinkaid Fund Manager is an important member of the Advancement Office, which has 11 staff members. Reporting to the Major Gifts Officer, the Kinkaid Fund Manager oversees all annual fundraising projects at Kinkaid and is a prime point of contact for many constituencies and volunteer groups with the School (such as alumni, parents, and parents of alumni).

Essential Functions

- Devise and share broadly a clear, compelling case for supporting The Kinkaid Fund and ensure the effective articulation of this message across media
- Develop an effective annual strategy to achieve Kinkaid Fund goals in dollars raised and donors secured
- Create solicitation and thank-you letters, content for KF brochure and website, and content for 1906 Society and Founders Society solicitations
- Oversee distribution of all Kinkaid Fund communications
- Determine appropriate segmentation and Kinkaid Fund ask amounts for all constituents, with particular focus on current and prospective leadership donors, reunion alumni, and new parents and code this information in the database
- Maintain a major gifts portfolio of approximately 25 constituents, with a particular focus on leadership annual giving donors and prospects
- Oversee all Kinkaid Fund solicitations/KF Calendar
- Help select/ask Grade Captains and Division Chairs (Parents, Grandparents, Parents of Alumni, Alumni, Faculty/Staff, and Senior Class) and code this information in the database
- Lead Grade Captain training and serve as main interface with Parent Grade Captains
- Coordinate and run phone-a-thons for parents and alumni
- Produce and distribute regular stewardship reports for divisional chairs (GP, Board, AL, Faculty/Staff, and Former Parents), Head of School, and Advancement Committee
- Produce and distribute Kinkaid Fund progress reports for Advancement Committee meetings
- Assist Special Events Manager in planning KF stewardship events, including 1906 Society Reception and Founders Society Dinner

Qualifications

- B.A. or B.S. degree, and a minimum of three years of relevant experience.

- Ability to communicate effectively with school representatives, parents, students, alumni, and representatives from the business community.
- Ability to think and plan strategically and creatively.
- Ability to recruit, develop, and lead volunteers.
- Ability to work independently and collaborate with others.
- Ability to operate a personal computer and relevant business software.
- Familiarity with the independent school environment is preferred.

If interested, please send cover letter and resume to Laurie Bieber, Major Gifts Officer, at laurie.bieber@kinkaid.org.