



Green Hedges School Campaign Steward and Alumni Engagement Director

Green Hedges is a private independent school serving ages 2 through Grade 8 school with approximately 180 students. The School is located in Vienna, VA, fourteen miles west of Washington, DC.

Green Hedges is in the early phase of preparing a capital campaign to build an addition to its primary academic center, Kilmer Hall. This space would prove to be a major enhancement to our current facilities and allow our students and teachers to use the flexible spaces to collaborate and be innovative in their learning.

Reporting directly to the Director of Philanthropy, the **Campaign Steward and Alumni Engagement Director** will provide comprehensive support for the capital campaign and special events within the Advancement Team. This position will support the capital campaign among all constituents with a focus on establishing an alumni program that is engaging and comprehensive.

Key Responsibilities

Alumni Relations/Engagement

- Update class lists and determine and implement process for finding lost alumni
- Construct a 1-3 year plan to build alumni relationships leveraging all social media and outreach platforms
- Work with the Director of Philanthropy to effectively market the Green Hedges Fund to alumni via the website, social media, and other materials

Campaign Stewardship

- Oversee gift processing and acknowledgement processes for campaign gifts and pledges
- Manage production of proposals, solicitation packets, and informational materials
- Manages events to support the campaign, including but not limited to cultivation events, campaign kick-off, groundbreaking, and building dedication
- Coordinates logistics for campaign meetings for staff and volunteers. Attends, track meeting notes, follow-up actions, and assignments
- Schedule cultivation, solicitation, and stewardship appointments for staff and volunteers

Database Management

- Responsible for the management, control, integrity, and accurate maintenance of the prospect and donor database using Raiser's Edge and Raiser's Edge NXT
- Responsible for processing and tracking all gifts and pledges; producing timely acknowledgment letters and pledge reminders

- Work with the Business Office to reconcile database records with the general ledger, find balances, and create fundraising reports
- Support prospect research needs of the Office of Philanthropy

Event Planning and Facilitation

- Plan, implement, and evaluate a broad range of events to advance the strategic fundraising and alumni and parent relations goals of Green Hedges School
- Ensure that the events are branded, purposeful, strategic, and high quality, and that they successfully engage prospective and current donors, alumni, and parents

Skills and Qualifications

- Five + years experience in an independent school or non-profit organization
- Interest in the work of an independent school development office, specifically during a capital campaign
- Knowledge of Raiser's Edge and Donor Search
- Event management experience
- Strong collaborative and interpersonal skills
- Strong written communication and time management skills, ability to balance multiple projects and meet deadlines
- Ability to work some nights and weekends
- Green Hedges Alumni are encouraged to apply

HOW TO APPLY:

Interested and qualified candidates should submit the following materials

- A cover letter describing why you are interested in working at Green Hedges School and how your talents and experience are a fit for this position.
- A current résumé
- A list of 3 professional references with name, phone number, and email address of each (References will not be contacted without first notifying the candidate)

Please send your materials electronically in one emails and as a single PDF document to:

Blake Kohn, Director of Philanthropy

bkohn@greenhedges.org

Green Hedges School does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or any other characteristic protected by law.