



Bridgton Academy

DIRECTOR OF ANNUAL GIVING

📍 North Bridgton, Maine

START DATE: September 10, 2024



ABOUT BRIDGTON ACADEMY

Bridgton Academy, established in 1808, is the nation's leading postgraduate program for boys. In the year between high school and college, we prepare young men to achieve their goals by providing unmatched college-preparatory academic instruction, NCAA-level athletic development, and a deliberate residential campus experience that fosters personal growth, self-confidence, and the independence to be successful in college and life beyond.

Located in the Lakes Region of Maine, Bridgton students and staff enjoy opportunities to study, work, and recreate in one of the most scenic places in New England, as well as enjoy a positive and rewarding work environment within our state-of-the-art campus facilities.

POSITION DESCRIPTION:

The **Director of Annual Giving** must be a goal-oriented and creative professional responsible for continuing the upward growth profile of the Academy's Bridgton Fund. Working with all Academy constituencies, the Director of Annual Giving will strategically plan and execute a highly segmented and thoughtful approach to annual fund solicitation and stewardship. The ideal candidate will possess knowledge of best practices in annual giving while bringing energy and a willingness to think outside the box. The Director must possess exemplarily oral and written communication skills, as well as having the ability to work in a fast-paced and dynamic setting. Regional travel for donor meetings and occasional evening and weekend work will be required.

ESSENTIAL FUNCTIONS:

Reporting to the Director of Institutional Advancement, the Director of Annual Giving will:

- Create and execute a detailed and comprehensive Bridgton Fund plan built upon existing areas of strength and success.
- Develop and implement specific strategies focused on donor renewal and retention, including the creation of target metrics and reporting for donor retention.
- In conjunction with the Institutional Advancement team, establish and achieve measurable giving goals for each Academy constituency.
- Ensure maximum reach of all Bridgton Fund efforts through intentional, cross-platform strategies including direct mail, text messaging, personal outreach, email, and social media.
- Conduct personal cultivation and solicitation for a defined portfolio of Bridgton Fund donors including in-person meetings and gift asks.
- Provide oversight of all major annual giving events and initiatives including the Holiday Auction and giving days.
- Create all appeal letters, online solicitations, pledge reminders, and acknowledgement letters.
- Provide accurate and detailed reporting for the Director of Institutional Advancement, Head of School, and Board of Trustees, including requested reports for the annual audit.
- Design and implement an annual giving recognition program for all donors including stewardship of unique constituent segments such as new donors and donors reaching loyalty milestones.
- Enhance parent and grandparent giving through the creation of new parent engagement opportunities and cultivation strategies.
- Work in conjunction with the Associate Director of Alumni Engagement on partnership strategies to enhance Bridgton Fund revenue from the Academy's 9,000+ alumni base.
- Manage the annual report on giving to ensure proper recognition of all donors within this publication.
- Oversee all faculty/staff giving campaigns and involvement.
- Stay apprised of current annual fund trends and strategies through networking and professional development.



ADDITIONAL DUTIES

- Some evening and weekend work and events will be required.
- Regional travel required.

SALARY AND BENEFITS:

- Competitive salary commensurate with experience.
- Bridgton Academy offers a robust, competitive benefits package including medical, dental, vision, short- and long-term disability, life insurance, a very generous paid time off policy, and a retirement plan with company match.

QUALIFICATIONS AND ATTRIBUTES:

- Bachelor's degree preferred. Preference will be given to candidates with annual fund experience.
- Familiarity with database systems and reporting.
- Experience with email marketing and digital communications.
- Demonstrated success in fundraising and constituent relations.
- Comfortable interacting with alumni, parents, students, and other constituents.
- Excellent written, verbal, and interpersonal communication skills.
- Attention to accuracy, details, and deadlines.
- Proficient use of Microsoft Office Suite, especially Word, Excel, and PowerPoint.

HOW TO APPLY:

Bridgton Academy has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Director of Institutional Advancement, Jessica Priola), a resume, and a list of at least three professional references consolidated as a single PDF document to Ashlyn Chillemi, Recruiter, at ashlyn@dovetailedsourcing.com. *Please do not contact the school directly.*

Bridgton Academy is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other status protected by law.

