



LOWCOUNTRY PREPARATORY SCHOOL

The Ideal Learning Environment



Director of Donor Relations and Alumni Engagement

Lowcountry Preparatory School is an independent school that fosters the ideal learning environment by cultivating meaningful connections, providing enriching experiences and prioritizing a secure and supportive school culture. Each student is engaged through our broad array of programs as we prepare students to be confident leaders, critical thinkers, and responsible decision makers. We have approximately 200 students from kindergarten through 12th grade and are located on the beautiful Hammock Coast in Pawleys Island, South Carolina.

We are seeking a full-time or part-time Director of Donor Relations and Alumni Engagement who is responsible for Lowcountry Preparatory School's advancement program. The position will be available starting in Summer 2024.

Job Summary: The Director of Donor Relations and Alumni Engagement will be an active solicitor on behalf of the school and will be responsible for fundraising efforts and donor cultivation to meet fundraising goals. This includes leading the major gifts campaign, Annual Fund, the BASH auction, planned giving strategies and cultivating all current and potential donors within the greater Pawleys Island region. The role is external and internal with a particular focus on encouraging parents, alumni, parents of alumni, and grandparents to be active participants in the life of Lowcountry Prep. This position is designed to be 25% Development communications, 50% solicitations and 25% events. The Director will collaborate with and report directly to the Head of School.

Primary Duties:

- Identify, cultivate, and steward donors, and develop strategies to expand the current base of philanthropic revenue sources for the school.
- Collaborate with teams throughout the school to ensure success of fundraising efforts.
- Attend and present at admin meetings when needed, provide data, and coordinate fundraising efforts in tandem with the Head of School.
- Act as primary point person for the annual BASH fundraiser: lead committee meetings, oversee faculty, staff, and parent volunteer involvement, oversee auction solicitation, sponsorship fulfillment and manage the online giving / bidding software.
- Develop and write foundation proposals and budgets, lead monthly internal grants meetings, oversee compliance and reporting.
- Oversee volunteer/associate engagement strategies with corporate partners.
- Manage alumni communications, activities and giving strategies.
- Create, launch, and manage the Annual Fund campaign aiming to cultivate a culture of philanthropy and strive for 100% participation.
- Oversee the gift reporting, acknowledgments, accounting, and data management of the fundraising donations.



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Qualifications:

- Passion for working with in educational environment
- Ability and desire to work collaboratively
- Flexibility and a good sense of humor
- Bachelor's degree
- U.S. citizenship or legal authorization to work in the United States

Preferences:

- Understanding of independent schools preferred
- Prior experience in schools preferred

Salary: Commensurate with teaching experience and educational qualifications

Benefits:

- Medical benefits package including access to health, dental and vision
- Option to contribute to a retirement account
- Professional development assistance

We encourage all candidates who share our commitment to the ideal learning environment to apply for this rewarding opportunity. To apply, please submit your resume, a cover letter, and any relevant credentials to info@lowcountryprep.org. Please note that reference checks, a background check, and a drug test are all pre-employment requirements.

Lowcountry Preparatory School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, natural origin, age, disability or any other protected status in accordance with applicable law.