



Director of Hackley Fund / Annual Giving

Hackley School
Tarrytown, New York

Hackley School, an independent coeducational K-12-day school, seeks a creative and values-driven Director of the Hackley Fund to provide strategic and collaborative leadership to the School's annual giving program. The Director will partner with all stakeholder groups to advance a culture of philanthropy that matches the strengths, authenticity, and generosity of the Hackley community.

Hackley School was founded in 1899 through the generosity of Mrs. Frances Hackley, who, in partnership with leading Unitarians of the era, sought to create a non-sectarian school that embraced Unitarian values of intellectual questioning and inclusiveness, welcoming students of diverse religious, economic, ethnic, and national origin. Hackley has evolved since its founding into a coeducational K-12-day school with five-day Upper School boarding. Those who walk through the entrance of Hackley's main building are greeted by the engraving, "Enter Here to Be and Find a Friend," a core value that permeates Hackley's beautiful 285-acre campus, known as the "Hilltop." Located just 30 miles north of New York City, the campus features the sprawling Johnson Center for Health & Wellness, a newly constructed Center for the Creative Arts and Technology, numerous playing fields, and the Hackley Forest complete with outdoor classrooms, an orchard, and an apiary. Today, Hackley teaches 850 students across three divisions (Lower, Middle, and Upper Schools), boasting an average class size of 16 and a 7:1 student-to-faculty ratio.



**Carney
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& ASSOCIATES

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Hackley offers an exceptional, well-rounded experience - reimagining a liberal arts education with a broadened curriculum of competencies and experiences to meet the needs of tomorrow's learners and citizens. The School cultivates a strong and distinct culture emphasizing relationships, diversity of perspectives, accomplishment defined by serving a greater public purpose, and enduring academic skills. Students, parents, alumni, faculty, and the administration form deep relationships in an inclusive community in which they respectfully challenge and support one another to grow in new ways for meaningful connection. This deep sense of belonging empowers students and alumni to transcend beyond individual achievement and exemplifies another of Hackley's core values – to go forth and spread beauty and light – rising to complex challenges and anticipating the needs of a constantly changing modern era as citizens of the world.

Redefining Excellence: Learning Beyond Boundaries, an exciting strategic plan developed by a steering committee of diverse stakeholders and launched in 2018, charts a vision for the next era of Hackley that promotes learning opportunities for students beyond the borders of disciplines, classroom, and campus. Redefining Excellence positions the School as an educational leader and incubator that pushes the boundaries of existing programs, promotes lifelong professional learning within Hackley's faculty and the next generation of independent school educators, and champions a culture of wellness – both at the student and institutional levels – as cornerstones of a healthy learning environment and school community.



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Position

Reporting to the Director of Advancement, supervising the Hackley Fund Manager, and working in collaboration with advancement staff, faculty colleagues, and volunteers, the Director will be responsible for maximizing annual giving and communicating its integral role in propelling Hackley forward. Parents, alumni, and friends of the School have a long history of investing their time and resources. The Director will build on this goodwill and recent annual giving success (there was a record \$440,000 increase in last year's Hackley Fund – the largest in school history) by partnering with volunteers, and colleagues across the advancement team, especially in communications, alumni relations, and events, to solicit increased funds while simultaneously educating all constituents on the importance of annual giving to the School's future and goals.

The Director of Annual Giving will take ownership of the planning and execution of Hackley's annual giving program, setting goals and establishing strategies to meet and exceed targets. They will think expansively about their own responsibilities, serving as a true citizen of the advancement team and broader Hackley community. The Director will demonstrate a high EQ and a willingness to approach interpersonal relationships judiciously and with empathy – bringing a spirit of building genuine trust and caring in the attainment of mutually beneficial goals. They will be highly communicative and responsive to the needs of a diverse set of volunteers and donors. The Director will be well-rounded in their approach, balancing the relational aspects of annual giving with a keen eye to data-informed decision making.



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Role and Responsibilities

The primary responsibilities of the next Director will include:

- Execute and manage creative annual giving strategies, communications, and solicitations
- Identify, recruit, train and manage volunteers who will reach out to their peers to support the Hackley Fund
- Manage a portfolio of top Hackley Fund donors, including cultivation, solicitation, and stewardship
- Coordinate and work closely with the Director of Alumni Engagement in connection with reunion class gifts
- Partner with the Director of Communications to heighten the visibility of the Hackley Fund and all it helps to make possible
- Work with the Database Administrator to ensure accurate data management, analytics, and reporting
- Create and execute special events and creative marketing approaches in support of annual goals
- Collaborate with the Director of Advancement Services in connection with maintaining a stewardship program for Hackley Fund donors and volunteers
- Produce each year's Annual Report on Philanthropy
- An ability to work/travel some nights and weekends as required

Success Profile

- Knowledgeable of current best practices in annual giving and fundraising, direct marketing, and volunteer management programs and practices used in the independent school environment
- Outstanding oral and written communication skills
- Exceptional attention to detail
- Raiser's Edge database experience preferred
- Strong analytical, organizational, time management and customer service skills
- Strong initiative, excellent follow up and persistence
- A willingness to work creatively and collegially with the advancement team, volunteers, and employees, and the ability to develop and nurture an outstanding volunteer structure
- The ability and the desire to use data to inform strategic thinking



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- An entrepreneurial and self-motivated goal-oriented mindset that includes a good sense of humor
- A genuine interest in others and their interests and concerns and the ability to build strong relationships



Education and Experience

In addition to the abilities to achieve the above core responsibilities, ideal candidates will possess the following qualifications and attributes:

- Bachelor's Degree (B.A.) required
- Minimum of 3-5 years prior professional development experience, preferably in annual or reunion giving
- Demonstrated success in coordinating an annual giving program
- Experience in solicitation and volunteer management

Salary Range: \$90,000-\$125,000

Hackley School offers a comprehensive benefits package that includes a medical, dental, and vision package; sick and vacation time; life insurance, AD&D and long-term disability insurance; flexible spending or health savings account; tuition remission; and the possibility of on campus housing.



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Interested Persons Contact:

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All inquiries and nominations are kept confidential.

Hackley is an Equal Opportunity Employer, intentionally committed to fostering a diverse, equitable, and inclusive community. We welcome candidates representing a full spectrum of race, ability, gender identity, national origin, religion, and sexual orientation. A Hackley education embraces both the open exchange of ideas and learning from varying perspectives, inclusive of the beliefs and identities reflected within the community. Qualifications for employment include a demonstrated commitment to these principles.



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