

**Austin Preparatory School
Reading, MA**

Available Position: Director of Annual Giving

Austin Preparatory School, located in Reading, Massachusetts about 15 miles north of Boston, is seeking qualified candidates for the position of **Director of Annual Giving**.

Founded in 1961, Austin Prep is an independent co-ed Catholic school in the Augustinian tradition for students in grades 6-12. There are 740 students enrolled in the school.

The Director of Annual Giving reports to the Assistant Headmaster of External Affairs and is responsible for the strategic execution and management of a comprehensive annual giving program, including the coordination and oversight of supporting initiatives in the areas of development and donor relations. S/he provides strategic direction and long-range/short-range planning for all these areas in the context of growing the annual giving program while supporting the greater development and campaign goals of the school.

Qualification Requirements:

- Bachelor's degree; 5+ years of experience in development and fundraising education, preferably in independent schools.
- Excellent skill and understanding of computer and constituent software required.
- Ability to work independently and within a team environment.
- Flexible and willing to work evenings and/or weekends as required.

Full Time 12 Months Immediate Opening

Interested candidates should submit the following electronic documents as a single PDF to earusumes@austinprep.org:

- 1) a letter of interest expressing the applicant's qualifications for this position;
- 2) a resume; and
- 3) a list of five professional references that includes e-mail, phone number, and a description of the professional relationship (references will not be contacted without the applicant's permission).

Review of applications will begin immediately and qualified candidates will be contacted as materials are received.