



**Available Position:** Director of Development and Annual Giving  
**Department:** Advancement  
**Reports to:** Assistant Head of External Affairs  
**Full/Part-time:** Full-time  
**Date Posted:** Open Until Filled  
**Start Date:** August 1, 2023

**About The Trinity Preparatory School of Florida:**

Trinity Preparatory School is an independent, coeducational, college preparatory school that helps students excel in college and in life, contribute to their communities, lead in a changing society, and grow spiritually. In alignment with our mission, we affirm our commitment to our core values: Trinity Family; Educational Excellence, both Academic and Extracurricular; Leadership and Character Development; and Faith and Spirituality.

In 1968, a dedicated group of Orlando community leaders, led by the late Reverend Canon A. Rees Hay, wanted to provide a quality independent secondary education for students in Central Florida. As a result, they established Trinity Preparatory School for grades 6 through 12. Affiliated with the Episcopal Church, the school welcomes families and students from all faith traditions, cultures, and backgrounds, knowing that we are all enhanced by diversity.

Our devoted and notable faculty and staff are leaders in their field who share their knowledge and expertise with others at various professional development opportunities worldwide. Their dedication is demonstrated to our students, families, and communities both inside and outside of the classroom with a balance of academic rigor and wellness. Trinity's student body and families reflect the world as they travel from the greater Orlando area and across the nation to take part in the Trinity experience. This position will remain open until filled.

**Position Description:**

Director of Development and Annual Giving is responsible as a leader for the entire Trinity family, communicating and engendering passion for the mission and core values of the School and guiding excellence in every aspect of the advancement office. The Director will foster diverse active partnerships, develop productive relationships, and be fully vested in the Trinity and greater Orlando communities.

The director of development and annual giving will exemplify Trinity Prep's four Core Leadership Competencies that apply to all employees of the organization:

- Demonstrates Self-Awareness
- Ensures Accountability
- Communicates Effectively
- Cultivates Innovation

In addition, the director of development and annual giving will exemplify Trinity Prep's three Core Leadership Competencies that apply to all faculty of the organization:

- Drives Engagement
- Drives Results
- Customer Focus

**Duties and Responsibilities:**

- Foster a strong sense of belonging and community while promoting the School's mission and core values in the Trinity and Greater Orlando communities.
- Demonstrate exceptional project management skills; goal driven; detail-oriented; and the ability to set and meet deadlines.
- Conceptualize and lead an innovative annual giving strategy and plan to exceed goals set by the Assistant Head for External Affairs that align with critical growth for the Trinity Prep School (TPS) Fund and mirror similar NAIS Southeastern schools.
- Increase overall annual fund support as well as current parent participation rates.
- Grow and brand the Trinity Prep Fund's leadership giving society. Create benefits that align with the interest of donors to retain and recruit additional leadership supporters.
- Design and implement the necessary tactics to improve donor retention and contribute to the building of a robust pipeline of annual giving prospects.
- Analyze metrics and key performance indicators for respective initiatives and programs.
- Manage the communication timeline for annual fund appeals working closely with TPS's marketing department and other members of the advancement office.
- Collaborate with marketing to schedule and implement micro appeals throughout the year leveraging strategies with segmentation and several communication mediums at once.
- Identify key leaders within each TPS constituency group to champion the Trinity Prep Fund, lend their name to solicitations, and encourage others to join them in giving.
- Partner with alumni class agents for each graduating class - with a focus on reunion years - to develop annual giving prospects as well as identify opportunities for challenge donors as part of broad-based campaigns.
- Develop and manage a cultivation and stewardship calendar for top donor prospects who are able to make both leadership annual fund gifts and major gift investments in Trinity Prep School.
- Continually monitor progress against fundraising targets; partner with the Assistant Head for External Affairs to analyze data, metrics, and implement strategies to ensure success in meeting goals.
- Work and partner with the Admission Department to educate prospective families on expectation to give back beyond tuition.
- Work with Office Manager to organize meaningful events for top donors in the Winter Park area and other cities with TPS prospects.
- Work with the advancement team to coordinate competitions between current parents and alumni classes to encourage giving and increase participation.
- Perform additional duties as assigned; duties, responsibilities, and activities may change at any time with or without notice.

**Qualifications and Experience:**

- Bachelor's degree from an accredited institution or the international equivalent with a focus in a related field. Masters degree preferred.
- 3 to 5 years of independent or higher educational fundraising experience are preferred. Past experience leading an annual fund campaign preferred.
- Knowledge of and experience at premier independent schools with compatible missions preferred.



- Promotes an inclusive environment that values, encourages, supports differences, and articulates an authentic commitment to diversity in thought and perspective while holding others accountable for the same.
- Demonstrated knowledge of major gifts work, planned giving and leading a successful annual giving program a must.
- Successful capital campaign experience.
- Excellent planning and creative strategic thinking skills.
- Strong leadership and motivational ability.
- Excellent communication skills, both verbal and written.
- Strong management skills and the ability to attract new talent.
- Strong results-oriented focus driven by well-established metrics and accountability.
- Must be able to pass a Jessica Lunsford Level II background check and drug test.

**Certifications Required:**

- CPR/AED/First Aid are able to be gained upon hiring.

**Application Requirements:**

- Interested candidates should complete an application through the below link:  
[APPLY NOW](#)

**Benefits:**

- Comprehensive benefits package including medical, dental, vision, life and disability, 403(b) plans.

**Employee Nondiscrimination Policy:**

- Trinity Preparatory School is an Equal Opportunity Employer.