



## **SARASOTA MILITARY ACADEMY** **POSTING FOR EXECUTIVE DIRECTOR SMA FOUNDATION**

Combining extraordinary academics with the highest military principles of camaraderie, focus, leadership, integrity, compassion, poise, honor, and respect, Sarasota Military Academy's mission is to graduate young men and women who will confidently define their personal and unique goals for success in a multi-cultural and globalized world.

The Sarasota Military Academy Foundation Executive Director is responsible for growing the school's donor pool, encouraging supporters to discover areas of philanthropic passion that advance the school's mission. The SMA Foundation Executive Director reports to the Foundation Board of Directors to plan, execute, and evaluate fundraising activities designed to meet and exceed the school's philanthropic goals.

### *The SMA Foundation Executive Director:*

- Identifies, researches, and builds relationships with prospective individual and corporate donors
- Collaborates with the SMA Foundation Board and SMA CEO to create a strong fundraising message appealing to donors
- Organizes and executes the school's annual giving campaign
- Develops the school's major gifts portfolio, soliciting cash or in-kind donations through sponsorships from individuals, organizations, businesses, and corporations
- Researches opportunities and develops materials to submit for a grant or other funding organizations
- Maintains a current database and evaluates records of donor information
- Trains volunteers in fundraising procedures and practices
- Remains up-to-date on current fundraising and IRS requirements to be able to explain tax advantages of contributions to potential donors
- Ensures that all philanthropic legal reporting requirements are satisfied
- Develops and maintains an internal budget with regular reports to the SMA Foundation Board
- Leverages technology and social media to improve fundraising activities
- Assists in planning and executing fundraising events

### *Skills & Qualifications*

Bachelor's degree with seven to ten years or more of direct donor relations/fundraising experience or related work experience in marketing or communications.

Education-related fundraising experience and working with alumni, parent organizations, and community partners and a CFRE are pluses.

Exemplary communication abilities and outgoing, yet poised personality.

Excellent organizational abilities, attention to detail, and demonstrated leadership.

Ability to make decisions under pressure, prioritize, and execute multiple projects.

Strong computer skills, including knowledge of Microsoft, Google applications and Donor software.

Go to [MBJGroup.com](http://MBJGroup.com) under Current Searches for the full job description. Send your resume and cover letter with compensation expectations to [Karen@MBJGroup.com](mailto:Karen@MBJGroup.com) by January 27, 2020.