

**WE ARE NEW YORK'S LAW SCHOOL****Director of Annual Giving**

New York Law School (NYLS), an independent law school in the heart of Tribeca, is seeking an entrepreneurial and goal-oriented Director of Annual Giving charged with managing and growing a comprehensive and strategic annual giving program to support the annual operating needs of the School.

The Director is responsible for the development and implementation of annual giving strategies and activities with the goal of growing unrestricted support and increasing alumni participation in giving. To do so, they will develop and execute marketing and solicitation strategies aimed at renewing and upgrading existing donors and acquiring new donors. They will also actively solicit and close leadership gifts from donors and prospects at various stages of engagement with NYLS.

The Director will be an integral member of the Office of Institutional Advancement and will report to the Associate Dean and Vice President for Institutional Advancement and Chief Development Officer. To achieve top results each year, the Director will work closely with a variety of partners within the Offices of Institutional Advancement, Marketing and Communications, and across the School. A successful candidate will thrive in a fast-paced and high-performing environment and will be nimble and eager to support colleagues in advancing the mission of the School and Office.

Responsibilities

- Design the overall strategic, creative, and organizational direction for the NYLS Fund
- Develop and oversee a comprehensive fundraising plan and appeal schedule
- Grow the John Marshall Harlan II Society and actively engage and steward members
- Manage a portfolio of approximately 75–100 annual leadership prospects
- Partner with the Office of Marketing and Communications to create and execute direct mail/email annual solicitations and dynamic Giving Tuesday and Giving Day campaigns
- Recruit and support volunteers to strengthen reunion and Giving Day efforts
- Monitor and report on the activity, progress, and achievement of the NYLS Fund
- Inform annual budget process and explore new strategies to maximize ROI
- Work with key internal and cross-departmental partners to enhance engagement, solicitation, and stewardship efforts
- Represent the Office of Institutional Advancement and its priorities, as well as the School's interests and mission, in internally and externally facing meetings and events
- Perform other duties as assigned

Requirements

- Bachelor's degree with at least five or more years of fundraising experience, preferably in an institution of higher education and/or with the legal community
- Proven track record of raising four and five-figure gifts
- Excellent planning and organizational skills with an ability to prioritize and manage multiple tasks
- Customer-service oriented professional who is highly responsive to donor, staff, and volunteer needs

- Sensitivity to the needs of diverse and multicultural constituencies and interest and aptitude in working within a diverse community
- Solution-oriented performer with an attention to detail and a high level of productivity
- Superior written and oral communication skills
- Evidence-based decision-maker with strong analytical skills
- Excellent interpersonal skills and a high level of professionalism with an ability to work both independently and collaboratively
- Possibility of flexible hours may include nights and weekends.

Compensation

The position offers a salary range of \$105,000.00 to \$120,000.00. Compensation includes a competitive benefits package.

How to Apply

Please submit a cover letter highlighting your qualifications and your interest to join New York Law School and résumé to Kitty Montanez, Associate Director of Human Resources, at jobs@nyls.edu.

About New York Law School

Founded in 1891, New York Law School (NYLS) is an independent law school located in Tribeca, the heart of New York City's legal, government, financial, and emerging tech centers. Known as "New York's law school," NYLS embraces the city as its classroom by complementing a rigorous legal education with an innovative and diverse set of "uniquely New York" experiential learning opportunities. Since opening its doors, NYLS has produced graduates who have gone on to hold high elected and appointed office in the city, lead large and small firms, and gain broad recognition as captains of business and industry. Its renowned faculty of prolific scholars has built the School's strength in key areas of the law, including business and financial services, intellectual property and privacy, and government and public interest law. NYLS has more than 20,000 graduates and currently enrolls around 1,100 students in its full-time and part-time J.D. programs. The School also offers an advanced-degree program in Tax Law.

New York Law School is an Equal Opportunity Employer

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, age, disability, or veteran status, or any other characteristic protected by law.