



PORTSMOUTH ABBEY SCHOOL

**Title:** Assistant Director of the Annual Fund  
**Department(s):** Development  
**Reports to:** Director of the Annual Fund  
**FLSA Status:** Full-time, Exempt, Faculty

**About Portsmouth Abbey School:**

Portsmouth Abbey School is a coeducational Catholic boarding and day school for grades 9 through 12. Founded in 1926 by the English Benedictine Congregation, the School is located on a 525-acre campus along Rhode Island's Narragansett Bay, less than 30 minutes south of Providence and 20 minutes from Newport. The School is known for its mission to help young men and women grow in knowledge and grace through its purpose-driven education in the Catholic intellectual tradition and a values-based community that embraces faith while nurturing reverence for God and the human person, love of learning, and commitment to community life. The Abbey's 350 students are encouraged to engage passionately in academic and intellectual pursuits, innovative electives, service to others, and athletic and artistic endeavors. The School's approach to college preparation is designed to inspire the next generation's leaders, stewards, innovators, and problem solvers while instilling a desire to serve the common good.

**Job Summary:**

The Assistant Director of the Annual Fund for Young Alumni advances Portsmouth Abbey School's mission by engaging alumni from the past 25 years, cultivating philanthropy, and strengthening alumni connections. The role emphasizes building participation, leadership annual giving, and volunteer engagement among young alumni, while also contributing to alumni programming, reunion giving, and the successful transition of graduating students into active alumni.

**Responsibilities:**

**Annual Fund & Development**

- Design and implement strategies to solicit unrestricted Annual Fund gifts from young alumni (graduates of the past 25 years).
- Establish and track participation and dollar goals; analyze results and adapt strategies to improve outcomes.
- Identify, cultivate, solicit, and steward young alumni leadership donors.
- Grow participation in the Raven Society (recurring giving/loyalty program).
- Recruit, train, and manage Young Alumni Class Agents; provide regular communication, toolkits, and updates.
- Lead reunion giving campaigns for milestone years (5th, 10th, 15th, 20th, and 25th reunions).
- Produce and manage the monthly Young Alumni Spotlight series.

- Serve as the liaison between the Sixth Form and the Office of Development & Alumni Affairs, preparing students for transition to alumni:
  - Lead the Sixth Form Class Gift initiative, including volunteer recruitment, agent training, and campaign execution.
  - Organize and execute the Stone Quote process, secure a young alumni speaker for the Sixth Form Dinner, manage the end-of-year slideshow in partnership with Communications, and coordinate the Stone Quote Dedication.
- Oversee distribution of yearbooks and care packages for the most recent graduating class.
- Partner with Communications to create video and social media content that supports Annual Fund outreach.
- Support other Annual Fund initiatives, including direct marketing, Giving Day, digital engagement, and stewardship.

### **Alumni Relations**

- Plan and execute 4–6 regional alumni networking events annually, with measurable goals for engagement.
- Manage alumni life event mailings (births, weddings, deaths) and related acknowledgments.
- Maintain and moderate Facebook groups and digital platforms for assigned alumni segments.
- Collaborate with the Alumni Affairs team on class engagement, reunion programming, and communications.

### **Faculty/Community Responsibilities (as assigned)**

- Serve as an advisor for 5–7 students, including weekly meetings and parent communication.
- Serve one evening per week in a dormitory affiliate role (7:00–9:45 p.m.) when boarders are on campus.
- Chaperone student activities approximately once every three weeks during the academic year.

### **Qualifications:**

- Experience in boarding schools preferred but not required
- Mission-driven with a donor- and alumni-centric mindset.
- Results-oriented, with comfort setting and achieving measurable goals.
- Collaborative work style, able to partner across Advancement, Communications, faculty, students, and volunteers.
- High integrity, judgment, and discretion with confidential information.
- Creativity in alumni engagement and enthusiasm for building lifelong connections to the School.
- Desire to be engaged in a Catholic residential community
- Alignment with the School's mission of helping young men and women grow in knowledge and grace
- Ability to work flexible hours and travel, including evenings and weekends

**Other Qualifications:**

All prospective employees must be able to clear a background check prior to beginning employment.

**Salary:** Commensurate with experience and education.

**Benefits:**

403b

Health/Vision insurance

Dental Insurance

Life Insurance

Short-term disability (TDI)

Long-term disability

AD&D

Employee Assistance Program

Tuition Remission

**Contact:**

Interested applicants should email resumes and cover letters to [hr@portsmouthabbey.org](mailto:hr@portsmouthabbey.org).