



## **Donor Communications Manager**

**Purpose:** Serves as a key connector between the communications and development teams, responsible for shaping and delivering a thoughtful, consistent, and donor-centered communication experience.

Success in this role depends on the ability to hold and integrate multiple perspectives—understanding the work across the school, translating and reinforcing Hutchison’s story, and staying grounded in what matters most to donors.

### **Key Responsibilities**

#### **Donor Experience & Stewardship**

- Develops and manages a comprehensive stewardship plan aligned to donor segments and priorities.
- Ensures all donor communication is timely, meaningful, and connected to impact.
- Drafts personalized and mission-centered communication that reflects donor interests.
- Supports donor recognition efforts.

#### **Strategic Storytelling**

- Proactively engages across the school to capture meaningful moments and perspectives; captures photography and video with a focus on authenticity.
- Translates everyday moments into clear, specific, and compelling donor communication.
- Builds and maintains a library of stories and content for ongoing use across campaigns and stewardship.
- Collaborates with the Communications team to identify and repurpose existing content, ensuring it is effectively adapted for donor audiences and stewardship efforts.

#### **Annual Fund Communications**

- Partners with the Annual Fund director to plan and produce Annual Fund messaging, including solicitations and impact reporting.
- Creates and manages a schedule to develop core materials well in advance of the start of the school year.
- Aligns messaging with donor motivations and institutional priorities.

#### **Data & Continuous Improvement**

- Tracks engagement and uses insights to refine communication strategy.
- Partners with the Database Manager to ensure accurate tracking of donor communication and preferences.
- Continuously improves workflows to support efficiency and quality.

**Qualifications**

- Bachelor's degree in marketing, communications, journalism, or a related field.
- Experience in a Development or Advancement office strongly preferred, with an understanding of donor stewardship and the fundraising cycle.
- Proficiency in core content creation tools (e.g., Canva or Adobe Creative Suite); able to create and adapt content independently.

**The ideal candidate demonstrates:**

- Strong storytelling ability — can identify and communicate meaningful moments with clarity and specificity.
- Sound judgment — understands what matters and how to prioritize in a fast-moving environment.
- Audience awareness — can creatively tailor communication for different donor segments.
- Initiative and ownership — proactively seeks out opportunities rather than waiting for direction.
- Confidence and maturity — able to manage up and work effectively across teams.
- Execution and organization — plans ahead and delivers high-quality work consistently.

Salary range: \$65,000–\$70,000 commensurate with experience.

**How to Apply:**

Interested candidates are invited to visit <https://www.hutchisonschool.org/about-us/careers> to complete an application and upload a cover letter and resume.