



JOB DESCRIPTION

TITLE: ACS Major Giving Manager

REPORTS TO: Director of Institutional Advancement

CLASSIFICATION: 200 days

WORKING HOURS: Monday through Thursday from 7:45 AM to 4:30 PM and Fridays from 7:45 AM to 12:30 PM. Additional time as required to complete projects.

POSITION SUMMARY:

Five years ago, the American Community School of Abu Dhabi (ACS) embarked on a new advancement strategy to support its people, programs and places, in alignment with the strategic plan and opening of a new state-of-the-art campus. Today, in order to ensure that our efforts to build a strong culture of giving back at the school and successfully engage a broad cross-section of parents, alumni, and other supporters, ACS is recruiting a new full-Time Major Gifts Manager to join our dynamic and growing Advancement Team.

The Major Gifts Manager will work closely with the Director of Institutional Advancement and the Superintendent to secure multi-year charitable commitments and donations over AED 25,000 / USD 7,000. The Major Gifts Manager will be responsible for identifying, engaging, requesting, and thanking a portfolio of current and prospective individual donors and must be confident asking for significant donations and creating strategic action plans for top prospects with the intent of deepening relationships on behalf of ACS. Beyond securing contributions, the Manager's key responsibilities will also include donor background research, pipeline management, and stewardship. This position offers a unique opportunity for an ambitious and strategic fundraising professional to make a meaningful impact on ACS's mission and future.

RESPONSIBILITIES

- Manage and continually update a portfolio of 100 - 150 current and potential donors, mostly current parents
 - Develop and implement personalized engagement plans to deepen relationships and educate donors around specific funding priorities
 - Make requests for significant philanthropic commitments
 - Produce compelling proposals and materials for requests that align with donors' interests and the school's priorities
 - Ensure that major donors receive regular and meaningful updates on the impact of their support
 - Effectively manage prospect engagement through personal visits and correspondence with each individual in the major gift portfolio on at least a quarterly basis
 - Support the Director of Institutional Advancement and the Superintendent in relationship building with major donors, including drafting outreach on their behalf, preparing customized materials for donor visits, and sharing relevant background and strategy information with them ahead of donor interactions (i.e. personal visits, donor events)
 - Maintain accurate and up-to-date records of donor interactions and communications in the school's database, Veracross
 - Other duties as assigned by the Director of Institutional Advancement
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SKILLS & QUALIFICATIONS

- Bachelor's degree or equivalent required
- Minimum of 3 - 5 years of successful fundraising experience, preferably in the education sector
- Experience with donor databases and fundraising software, preferably Veracross
- Experience making requests for significant philanthropic contributions
- Excellent written and verbal communication skills
- Exceptional interpersonal skills
- Self-motivated and ability to exercise initiative with a proactive attitude
- Demonstrated administrative skills and the ability to manage multiple tasks
- Well-developed cultural awareness that is sensitive to the diversity of the ACS community
- Strong identification with ACS' values and mission
- Flexibility to participate in events outside regular work hours during the week and on weekends as needed

To apply please send (1) a cover letter (not to exceed one page) stating your strengths as a candidate and why you are interested in this position and (2) a resume/CV (not to exceed two pages) to hr@acs.sch.ae by August 1, 2025.