



*Learners to Leaders*

**JOB TITLE: DIRECTOR OF ANNUAL GIVING**

**Reports To:** Vice President for Advancement

**Employment Status:** Exempt

### **General Summary**

The Director of Annual Giving will plan, direct and implement all aspects of the Annual Fund including but not limited to: identification, cultivation, solicitation and stewardship of unrestricted annual gifts. This position will support the overall development goals of Sacred Heart Schools and will have an understanding of annual giving as a component of a successful and high performing development program.

### **Principal Duties and Responsibilities**

- Abides by the policies and guidelines contained in the SHS Human Resource Policy Manual.
- Participates in activities that help build a faith community on the campus.
- Be a role model of the Ursuline core values of Leadership, Reverence, Community and Service in all aspects of school and personal life.
- Develop and implement plan to reach annual fund goals at each of the four schools; including timelines, objectives and evaluation of the plan.
- Solicit gifts from board members, alumnae(i), parents, parents of alums and friends including personal solicitation, direct mail, online giving, phonathon and other initiatives.
- Manage a portfolio of donors including new prospects at all levels of the Sacred Heart Society giving levels. Implement a moves management type system for donors at this level.
- Plan and implement effective direct mail campaign for the annual fund program.
- Maintain the faculty and staff giving program and continue to build culture of philanthropy.
- Run an effective phonathon program including recruitment of phonathon callers for each school and for alum phonathons.
- Utilize class reps and alumnae board to create class-oriented volunteer programs and phonathons for the annual fund.
- Support acknowledgement and recognition systems for all annual fund gifts.
- Provide regular updates on the progress towards goals in writing and verbally.
- Careful attention to managing the records in Raiser's Edge including updating, tracking, cultivating, developing and establishing RE systems to support annual fund and advancement goals.
- Collaborate and coordinate with Director of Alumni, Director of Special Events, Major Gifts Officers, Vice President for Advancement and other advancement staff.
- Commitment to working as part of the development team and assist with alumnae(i) events, Interlude (campus wide dinner/auction) and major gifts efforts.

### **Knowledge, Skills, and Abilities Required**

- Bachelor's Degree.
- Minimum of five years of experience in education or non-profit fundraising.
- Relationship building and volunteer management.
- Strong organization, interpersonal and planning skills.
- Detail oriented
- Strong verbal and written communication skills.
- Self-directed
- Ability to manage and prioritize multiple projects and people.



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- Blackbaud/Raiser’s Edge software experience preferred.
- Ability to work well both independently and on a team.
- Required within the first 30 days of employment to complete Safe Environment Training through the Archdiocese of Louisville.

**Working Conditions**

- Year-round position with evenings and weekends as needed
- Work hours in accordance with the Office of Institutional Advancement

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