

DIRECTOR OF ANNUAL AND INDIVIDUAL GIVING
Job Description/Overview of Responsibilities



St. Mary's Academy, Oregon's premier college-preparatory Catholic high school for young women and oldest continuously operating high school in the state, is on the brink of launching the largest ever capital campaign in its 160-year history. This campaign will double the current footprint of the St. Mary's Academy campus in downtown Portland and create opportunities for expanded and enhanced academic programs across the curriculum and especially in the STEAM arena, state of the art athletic facilities, women's leadership initiatives, and whole mind/body wellness.

To support this endeavor, the St. Mary's Academy will be adding a seasoned, motivated and creative fundraising expert to its existing team. The development department offers a professional, team-oriented workplace, consisting of a group of specialists who work collaboratively, have high standards, and have fun supporting the mission of St. Mary's Academy.

SUMMARY:

The Director of Annual and Individual Giving is an integral part of the St. Mary's Academy development department and reports to the Vice President for Development. This position is responsible for the strategic leadership and implementation of all aspects of the individual giving program including multi-channel annual campaigns, stewardship of scholarship donors, foundation and corporate grant writing for scholarship support, and maintaining a portfolio of leadership gift prospects (\$1000-\$5000 donors). This is a full-time, salaried, exempt, 12-month position.

PRIMARY RESPONSIBILITIES:

Working closely with the Director of Major Gifts and Director of Leadership Giving, design and implement a multi-year strategic development plan to grow unrestricted support for the school and increase participation across constituent types

ANNUAL CAMPAIGN (60%)

- Develop the annual strategy and lead the day-to-day work plan for the annual giving program
- Lead volunteer recruitment, training and recognition for annual giving activities including alumnae, parents, and corporate partners
- Develop and implement the strategy to improve acquisition, renewal and pledge fulfillment
- Develop and implement the multi-channel (mail, phone, email, social media) mass solicitation strategies to increase giving and participation

LEADERSHIP GIFTS (25%)

- Manage a portfolio of leadership level gift prospects and develop pipeline of major gifts prospects in coordination with Associate Director of Development and Major Gifts Officers
- Develop and implement strategies to encourage increased leadership giving
- Identify best practices, opportunity for capacity building and growth, solicitation strategies and stewardship for the annual giving program

GRANTS AND OTHER FUNDRAISING (15%)

- Grow and expand the Reunion Giving program
- Grow and expand corporate and small foundation grants program focused on scholarships (\$5-\$50,000)
- Other duties as assigned by the Vice President for Development

QUALIFICATIONS AND SKILLS:

- 5+ years of fundraising experience and bachelor's degree
- Strong writing skills, with experience in writing engaging and persuasive appeals
- Proven record of successful annual giving results
- Ability to build strong relationships with a range of individuals
- Ability to manage and prioritize multiple tasks with attention to detail
- Commitment to donor-centered fundraising and exemplary follow-through
- Microsoft Office and web proficiency; Raiser's Edge experience desired
- Excellent communication skills; written and verbal
- Desire to work under deadlines in a dynamic, fast-paced, entrepreneurial environment
- Ability to maintain confidentiality of sensitive materials
- Self-directed, team player, accountable for scope of responsibility
- Willingness to work some evenings and weekends
- Desire to support the mission of St. Mary's Academy

Salary and Benefits:

Salary commensurate with qualifications and experience. Salary information is available through Nonprofit Professionals Now and in the interview process. Excellent benefits include medical, dental and vision coverage, retirement (7%), life insurance, holidays, vacation and sick leave.

To Apply:

Nonprofit Professionals Now is happy to be working with St. Mary's Academy on this important position. Please review the full job description at: www.wvdo-or.hiringthing.com and complete the application process with resume, cover letter and screening questions. Application Deadline: April 29, 2019. All applications will be thoroughly reviewed, and candidates contacted promptly. Salary can be provided upon request of NPN and all qualified candidates will receive salary range upon interview.