



# NOTRE DAME HIGH SCHOOL

CHARACTER • COMPASSION • CONFIDENCE

**Position:** Director of Annual Giving and Alumni Programs

**Position Description:** The primary responsibility of the Director of Annual Giving and Alumni Programs is to implement and manage a comprehensive Alumni Relations Program for Notre Dame with an emphasis on philanthropy. This position will work with alumni for reunions, philanthropic efforts, and special recognition events and assist in the management of the communications from the Office of Development.

## **Responsibilities:**

### Fundraising

- Coordinate annual fundraising programs in collaboration with the Vice President for Development. Assist in developing communications centered around fundraising.
- Work closely with reunion classes on class giving efforts and provide updates on progress. Prepare all communications to the classes includes invitations, emails, website, etc.
- Manage the solicitation of sponsors for major events and engage other staff as needed.
- Collaborate with Marketing & Communications staff on social media posts and email communications regarding fundraising and alumni events and recognition.
- Coordinate and/or assist with special events as needed to identify new prospects and cultivate donors.
- Manage the stewardship of donors to the Loyalty & Endowment Fund. Create all publications, letters and stewardship communication tools.
- Participate in prospect meetings and identify opportunities and prospects for research, identification, and solicitation in the major gift program.
- Participate in professional development opportunities to stay abreast of new developments in fundraising and alumni relations.
- Assist with gift management in Raiser's Edge and the acknowledgement process.

### Alumni Programs

- Serve as the point of contact for alumni for reunions on a five-year cycle up to the 50th reunion and for the post-50th decade reunions annually.
- Serve as the point of contact for select major events coordinated by the Office of Development each year such as the Knights of Honor dinner, Hall of Fame induction, and/or other special events.
- Build events, payment forms and reports for events in Raiser's Edge.
- Coordinate professional speaking or engagement opportunities for alumni such as the Careers In... series, NDXL, and the ND Young Professionals event.
- Assist in the coordination of regional alumni events and attend as needed.
- Assist with school-wide special events as needed.
- Manage the process of updating alumni records.

### Qualifications and Skills

- Bachelor's degree
- Minimum of three years experience in alumni relations and a demonstrated track record of fundraising success preferred.

- Excellent writing, communication, and organizational skills with a thorough knowledge of relevant social media platforms and the Microsoft Office suite as well as Google. Raiser's Edge experience preferred but not required.
- Ability to represent Notre Dame High School and the Holy Cross Mission professionally.
- Must be capable of working with sensitive information with complete confidentiality.
- Experience coordinating and planning special events and working with volunteers.
- Must be flexible with work schedule and available to work weekends and evenings when necessary.

**Accountability:**

The Director of Annual Giving and Alumni Programs is responsible to and reports to the Vice President for Development.

**Compensation/Benefits:** This is an exempt, full-time, benefit eligible position with a salary range of \$65,000 - \$75,000 based on experience.

**Applying for this position:** Please submit a resume and cover letter to: [ebrady@notredamehs.com](mailto:ebrady@notredamehs.com). Please note the job title in the subject line.

**About Notre Dame:** Notre Dame High School is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

Notre Dame High School is a Catholic independent secondary school admitting students of any race, nationality or religion to all the rights, privileges, programs and activities generally made available at the School. Its primary purpose is to assist the parents and guardians of its students in the education of their sons by providing a college preparatory curriculum. Notre Dame is founded upon the Catholic philosophy in the Holy Cross tradition which offers the student a greater appreciation of his personal worth and dignity as an individual of a loving God and of the equality of all human life. A Notre Dame education offers a holistic approach which develops integrity, independence, leadership, and values. Notre Dame High School further fosters an environment where students, administration, faculty, and parents or guardians work together toward faith development, moral self-discipline, and academic excellence.

Our campus is located adjacent to the University of New Haven in the Allington neighborhood of West Haven, Connecticut. The school can be easily accessed from major highways and public transportation.