



Assistant Director of Advancement

Job Description

To apply

Qualified candidates are invited to submit a cover letter, resume, or curriculum vitae, along with the contact information for three letters of reference, who will be contacted only if you are selected for an interview. Only applications submitted via our Career portal will be considered.

Sacred Heart University complies with all federal and state employment laws and regulations. Applicants must be lawfully authorized to work for any employer in the United States. We are unable to sponsor or take over sponsorship of an employment Visa for this position.

Position Summary

The Assistant Director of Advancement supports the Director of Advancement in executing the school's fundraising and donor engagement efforts. This role focuses on annual and restricted giving campaigns, special events, donor stewardship, alumni relations programming, and prospect pipeline development. As a member of a small department, this role serves as a key partner in the execution of the school's advancement program.

Primary focus areas:

Manage the implementation of the NDP Fund (Annual Fund) and other annual fundraising initiatives

Assist in donor cultivation, stewardship, and communications

Maintain accurate donor records and advancement systems

Help expand participation across parents, alumni, and the broader school community

Principal Duties & Responsibilities

Annual Fund & Campaign Support

- Plan and execute annual fundraising drives; e.g., NDP Fund and various restricted campaigns, mailings, digital campaigns, phonathons and participation drives
- Support class-based fundraising initiatives and senior giving programs
- Track and report on annual unrestricted and restricted giving progress and participation

Donor Relations & Stewardship

- Assist with donor cultivation and stewardship activities, including correspondence and recognition
- Help coordinate donor meetings, events, and follow-up communications
- Support donor research and prospect identification

Database & Gift Processing

- Provide timely, accurate constituent recording in the donor database (Little Green)
- Light/Razor's Edge/ CRM)
- Produce reports and analytics to support decision-making

Events & Engagement

- Coordinate major school fundraisers including, but not limited to, the Gala, Golf Tournament, and Walk-a-thon
- Work collaboratively with the Advancement team to advance alumni engagement opportunities, including planning reunions
- Assist in coordinating logistics and donor engagement opportunities
- Recruit, train, and support volunteers involved in fundraising initiatives
- Serve as the department's liaison with the Notre Dame Parent Association's leadership team.

Communications

- Support development of fundraising materials, newsletters, and digital outreach
- Assist in maintaining consistent messaging across advancement communications

Grants & Administrative Support

- Assist in grant research and preparation of proposals and reports
- Provide administrative support for advancement initiatives and campaigns

Knowledge, Skills, Abilities, & Other Attributes

- Bachelor's degree required
- 3–5 years of experience in development, nonprofit work, or related field preferred
- Strong interpersonal, analytical and organizational skills; sharp attention to detail.
- Commitment to maintaining confidentiality.
- Detail-oriented with ability to manage multiple projects
- Experience with databases or CRM systems preferred
- Commitment to the mission of Catholic education

Salary Range

\$65,000-\$75,000 commensurate with experience.

Unusual Working Conditions

Ability to work evenings or weekends as needed. Evening activities are scheduled in advance. This job posting provides an overview of the role's general nature and expected tasks. It is not meant to be a comprehensive list of all duties performed. The university reserves the right to modify or reassign job responsibilities at any time. This posting description does not constitute an employment contract, either explicit or implied.

Sacred Heart University is a space that respects and embraces differences, recognizes the unique contributions that individuals can make, and creates a community that maximizes the potential of all faculty and staff. As an equal opportunity employer, we encourage applications from qualified candidates who reflect the wider world in which we live.

<https://jobs.dayforcehcm.com/en-US/shu/NotreDame/jobs/6618>