**Director of Annual Giving**

Bishop O’Connell High School is seeking a Director of Annual Giving to join a dynamic six-person Advancement team. It is a full-time, exempt 12-month position reporting to the Director of Advancement. This is a great opportunity for an enthusiastic, organized, and committed believer in the transformational impact of Catholic education to share his or her talent with a collaborative team.

Bishop O’Connell High School is a 65-year-old co-ed college preparatory school in the Catholic Diocese of Arlington, Virginia. Our mission is to provide students with an education rooted in the life of Christ and foster the pursuit of excellence in the whole person.

**Position Summary**

The Director of Annual Giving is responsible for an annual giving program that is key to advancing the school’s mission. Reporting to the Director of Advancement, the Director will create and execute an annual fundraising plan to build relationships and engage stakeholders. The Director will plan and manage all aspects of annual giving, including direct mail, e-solicitations, giving days, reunion giving, monthly giving, and personal solicitations. Additionally, the Director of Annual Giving will collaborate with colleagues and assist with Advancement events and initiatives to achieve departmental goals.

**Duties and Responsibilities**

* Create multifaceted engaging appeals that leverage various communication channels to reach potential and current donors.
* Manage an annual fundraising calendar to achieve measurable goals.
* Draft solicitation and acknowledgment letters.
* Ensure proper donor acknowledgment, recognition, and stewardship.
* Manage a Leadership Circle program, including an annual stewardship reception.
* Develop strategies for new donor acquisition.
* Manage and grow a monthly giving program.
* Plan and execute an annual day of giving.
* Work with internal parent groups on the importance of annual giving.
* Work with the Database Director to segment the database twice per year.
* Research individual donor prospect information.
* Prepare department reports on metrics and progress toward goals.
* Attend Advancement Committee meetings.
* Develop and manage a parent and alumni ambassador program.
* Create a Senior Class Giving Program.
* Assist in creating content and collateral for the Advancement Office, including the website, school publications, newsletters, and social media.
* Provide support and attend Advancement events.
* Engage in the life of the school by attending campus events as an ambassador for the Advancement program.
* Other responsibilities as assigned by the Director of Advancement.

**Education and Experience**

* Bachelor’s degree required.
* Minimum 3-5 years of fundraising experience; annual giving experience is a plus.
* Knowledge of fundraising and data management systems; Raiser’s Edge experience is a plus.

**Skills and Abilities**

● Driven to work independently with self-motivation to initiate contact with donors and prospects.

● Excellent interpersonal and presentation skills for communicating the school’s needs effectively and consistently.

● Able to listen actively while discovering donors’ interests and identifying their passions.

● Ability to organize and prioritize multiple tasks and various demands.

● Proficient in Microsoft Office Suite.

● Experience with Canva is a plus.

**Other Characteristics:**

● Personal belief in and commitment to the mission, goals, and objectives of Bishop O’Connell High School and a desire to work in Catholic education.

● Can-do spirit and positive attitude.

● Ability to collaborate as a team member to achieve departmental goals.

● Openness to new ideas and professional development.

● Integrity and commitment to the highest degree of professional ethics.

● Ability to maintain the confidentiality of donor records.

● Attention to detail and accuracy in recording contact with donors

● Able to work some evenings and weekends, particularly during peak times or as needed

● Willingness to travel to meet with donors.

Please send resumes to Kimberly Aubry at kaubry@bishopconnell.org and put Annual Giving Director in the subject line.