



St. Theodore Guerin High School
15300 Gray Road
Noblesville, Indiana 46062

Telephone 317-582-0120
Fax 317-219-0582
guerincatholic.org

Director of Providence Fund and Alumni Relations

St. Theodore Guerin High School, located in Noblesville, Indiana, is seeking an outstanding candidate to be the Director of Providence Fund and Alumni Relations.

Guerin Catholic, nationally recognized as one of the top Catholic High Schools in the country, is a diocesan (Diocese of Lafayette-in-Indiana), college preparatory school dedicated to its mission of serving over 730 students from diverse backgrounds and preparing them to be servant leaders through authentic faith formation, academic excellence and student life opportunities. The school is located in an area consistently noted among the top places to live in the United States. Guerin Catholic is finishing its twelfth year and boasts a continually growing enrollment and a strong financial position. It is committed to offering courses inspired and taught from a Catholic worldview, based on the Christian concept of the human person, and in communion with the Magisterium of the Church.

The Director of Providence Fund and Alumni Relations is a core member of the Institutional Advancement Team. This person will have the unique opportunity to make a significant and lasting contribution to Guerin Catholic through the planning and implementation of the Providence Fund, our annual giving campaign. In addition, this person will lay the foundation for our alumni relations activities through creating and implementing an alumni relations program.

Essential Duties and Responsibilities

Providence Fund (75% of responsibilities)

- Design and implement a comprehensive, segmented annual giving campaign using customized direct mail, phonathons, on-line solicitation, personal solicitation and donor recognition, to increase participation and revenue and build the base of donors.
- Assist in the identification and cultivation of Annual Giving donors, as well as identify potential major gift prospects.
- Conduct personal solicitations and stewardship activities, as well as preparing the DIA and President to facilitate solicitations by them, where appropriate.
- Collaborates with the database manager to manage gift processing and stewardship, pledge management and fund reporting
- Collaborates with the Director of Institutional Advancement to design strategies to increase constituent giving
- Works with the Director of Marketing and Communications to create a marketing plan for the Providence Fund

Alumni Relations (25% of responsibilities)

- Act as the school's liaison with the School Governing Board Alumni Chair
- Design and implement a strategic plan to engage our alum through events, giving campaigns and various forms of communications
- Works closely with alumni in planning class reunions and programs.
- Engage graduating students by establishing a senior giving program
- Along with the Database Administrator, capture, update and record alumni contact information

Qualifications

- Strong preference for candidates who are alumni of Guerin Catholic
- Committed to Catholic education and the mission, vision and core values of Guerin Catholic
- Minimum of a Bachelor's degree and 2-4 years of relevant experience, preferably in fundraising
- Good understanding of philanthropy, fundraising ethics and practices
- Demonstrates the ability to think strategically and possesses a thorough understanding of strategic development
- Self-motivated, works well under pressure, and is able to handle several projects at one time
- Strong organizational skills
- Polished business communication skills, both oral and written
- Strong database management and technology skills
- Must be self-motivated, creative, and attentive to details
- Ability to work nights and weekends when the schedule demands

Interested candidates please send resume and cover letter to:
Nancy Eiker at neiker@guerincatholic.org

Resumes will be accepted through May 27, 2016