



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

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guerincatholic.org

EMPLOYMENT OPPORTUNITY

Director of Providence Fund and Alumni Relations

St. Theodore Guerin High School, located in Noblesville, Indiana, is looking for a full-time **Director of Providence Fund and Alumni Relations**.

Position Summary

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

Contact Information

Interested and qualified candidates are asked to submit a letter of interest and résumé.

All documents should be emailed to: apply@guerincatholic.org.

St. Theodore Guerin High School is an Equal Opportunity Employer.