



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

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guerincatholic.org

EMPLOYMENT OPPORTUNITY

## Director of Annual and Corporate Giving

St. Theodore Guerin High School, located in Noblesville, Indiana, is accepting applications for a full-time **Director of Annual and Corporate Giving**.

### Position Summary

The Director of Annual and Corporate Giving will be responsible for all aspects of the Annual Giving and Corporate Sponsorship Program with activities and goals aligned with Guerin Catholic's strategic plan. Responsibilities include but not limited to:

- Creating and implementing multi-channel solicitation platforms and solicitation efforts for annual fund support, (online, direct mail, student phone-a-thon throughout the year);
- Managing, cultivating and soliciting a small portfolio of annual fund prospects/donors;
- Works in collaboration with Special Events and is responsible for Advancement events such as the Providence Fund Dinner and the Guerin Catholic Gala;
- Soliciting and activation of corporate sponsorships for advancement events, fine arts and athletics;
- Partners with Alumni Relations on Day of Giving activities and solicitations;
- Coordinates and implements annual faculty/staff campaign;
- Serves on stewardship committee to coordinate efforts with all donors;
- Reports directly to the Vice President of Institutional Advancement.

The Director will be part of a comprehensive and dynamic Advancement team that includes school administrators, strategic marketing and communications, enrollment and fundraising areas. Activities will be part of an annual plan that aligns with the overall school strategic plan with specific objectives, annual metrics and goals for fundraising support with individuals and corporations. The successful candidate will be detail-oriented, organized, and have the ability to solicit individuals and companies with a plan for stewardship and activation. Great written and oral communications are also required. Must be a team player and have a positive approach to work. Must be flexible to work at several special evening and weekend events throughout the year. Bachelor's degree with 2-4 years of experience in annual fund solicitations required.

Interested candidates please send resume and cover letter to [apply@guerincatholic.org](mailto:apply@guerincatholic.org)

**Resumes will be accepted through March 27, 2020**

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