



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

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

## Corporate Giving Specialist

St. Theodore Guerin High School, located in Noblesville, Indiana, is seeking a mission-driven fundraising professional to serve as the **Corporate Giving Specialist**. This new role is responsible for launching, growing, and sustaining a comprehensive corporate donor program that includes sponsorships, advertising, and strategic partnerships.

This position will help build community through intentional engagement with corporate partners, provide support for major Advancement events, and serve as a backup to our donor database and event specialists.

As part of the Advancement Team, this position plays a key role in cultivating, soliciting, and stewarding corporate relationships that support Guerin Catholic's mission and strategic priorities.

### Key Responsibilities

#### Corporate Giving Program – Strategy, Solicitation, and Growth

- **Design, launch, and lead** a comprehensive **Corporate Giving Program** that includes annual sponsorships, event partnerships - as part of our Giving Society structure along with advertising opportunities - all aligning with our mission.
- **Actively solicit and secure corporate gifts**, managing a portfolio of current and prospective donors.
- **Proactively identify and cultivate new opportunities** for corporate engagement across Athletics, Fine Arts, Annual Giving, and broader school initiatives.
- **Work with the Marketing team to:**
  - **Develop program materials**, including sponsorship packages, benefit outlines, donor communications, and presentation content to clearly convey partnership value and impact.
  - **Work collaborative on sponsor benefit fulfillment** ensuring all partners receive agreed-upon visibility, recognition, and engagement in alignment with their support level.
  - **Establish and maintain tracking tools**, including a corporate benefit dashboard and reporting system, to monitor commitments, benefits delivered, and ongoing engagement activity.
- **Ensure consistent donor engagement and follow-up**, including stewardship, acknowledgment, invoicing, documentation in Raiser's Edge, and relationship-building communications.

#### Event Support & Coordination

- Serve as a team member in executing Advancement events, including the Providence Fund Dinner, Guerin Catholic Gala, and other key gatherings.
- Assist Event Specialist night of major events.

#### Database & Systems Support

- Learn and utilize Raiser's Edge for donor recordkeeping, engagement tracking, invoicing, and stewardship documentation.
- Serve as a backup for the Donor Database Specialist in basic data entry, list generation, and reporting.

#### Collaboration & Internal Initiatives

- Work in close collaboration with Advancement colleagues, including Alumni Relations and Communications, to align corporate engagement with school-wide campaigns (e.g., Day of Giving).
- Coordinate with the Marketing Team to design and execute strategies that enhance corporate partner recognition and exposure.
- Contribute to building a strong internal culture of stewardship and gratitude for Guerin Catholic donors.
- Attend all Advancement Committee and Faculty/Staff faith formation meetings throughout the year.



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### **Ideal Candidate will:**

- Demonstrate strong relationship-building and communication skills.
- Have experience in fundraising, sponsorship, or marketing.
- Have a working knowledge of Excel with an eagerness to learn new systems, particularly Raiser's Edge and additional donor stewardship tools.
- Show initiative, organization, and attention to detail.
- Be a team player who thrives in a collaborative, mission-driven environment.

### **Qualifications:**

- Bachelor's degree required.
- 2–4 years of experience in fundraising preferred.
- Strong organizational, communication, and interpersonal skills.
- Familiarity with fundraising databases – Raiser's Edge and Excel preferred.
- Possess respect and ability to uphold Catholic School Teachings.
- Able to honor and maintain confidentiality
- Able to pass and maintain Diocesan child safety protocols.
- Flexibility to work some evenings and weekends for key events throughout the year.

### **Contact Information**

Qualified candidates should email a cover letter and current resume to [apply@guerincatholic.org](mailto:apply@guerincatholic.org).