



A Catholic, college-preparatory school

ST. MARY'S PILLARS FOR SUCCESS

CATHOLIC

We provide faith-based education that promotes the values of community and service to others.

EXCELLENCE

We offer quality college-preparatory education in a learning environment where students are held to rigorous academic standards.

INTEGRITY

We encourage students to participate in extracurricular activities to develop leadership, perseverance and collaborative excellence.

RESPECT

Our faculty and staff recognize the individuality of each student and work together to fully prepare students for future endeavors.

Career Opportunity Position Description

St. Mary's is a vibrant, Catholic, college-preparatory school for students in grades 6–12. Acclaimed for its exceptional academic curriculum, sports teams, co-curricular activities, and outstanding four-year college matriculation rate, St. Mary's seeks an **Assistant Director of Leadership and Annual Giving** to work with the Director of Advancement to engage alumni with this thriving school located in Lynn, Mass., an urban community on the North Shore of Boston serving thirty communities from Boston to Georgetown, Mass.

Position title: **Assistant Director of Leadership and Annual Giving**

Date: **August 25, 2017**

Reports to: **Director of Advancement**

FLSA: **Full Time/Exempt**

GENERAL SUMMARY

Under the direction of the Director of Institutional Advancement, the Assistant Director of Leadership and Annual Giving will be part of a team responsible for the development, administration and implementation of initiatives in support of the school's multi-million dollar advancement goals. S/he will be responsible for managing alumni engagement including solicitation, cultivation and stewarding a portfolio of established donors, while developing a steady pipeline of gift prospects.

The position of Assistant Director of Leadership and Annual Giving presents a unique opportunity for a development professional to quickly advance his/her direct fundraising experience. St. Mary's Office of Institutional Advancement is a four person team that is committed to growing annual operating funds, while in the final stages of a historical capital campaign. Ideal candidates for this position will be motivated by impact and the opportunity to be part of transformational change. The **Assistant Director of Leadership and Annual Giving** will:

ESSENTIAL JOB FUNCTIONS

Develop and execute a strategic plan for increased revenue generation from individual donors to St. Mary's.

Manage a portfolio of major gift donors and prospects, including parents, alumni and friends of St. Mary's.

Identify, qualify, cultivate and solicit major gift prospects.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

**External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation, to be determined by management on a case-by-case basis.*

Meet one-on-one with prospects and donors, sharing the compelling case for support at St. Mary's.

Manage the Annual Fund with an eye toward major giving, including Reunion Class Giving, Day of Giving, parent giving and the senior class gift

Design an innovative and exciting alumni engagement program that reaches all members of the St. Mary's community including reunions, affinity programs, career networking, support of special programs including athletics and campus ministry.

Develop a centralized class agent and reunion program that supports the goals of St. Mary's and is flexible around nuances and history of key leadership volunteers.

Collaborate with Advancement colleagues around hallmark fundraising events, such as the annual Golf Open, Cushing Society, Scholarship Breakfast and more.

Meet regularly with leaders of school-wide departments to develop strong relationships and encourage Institutional Advancement as fundraising partners.

Develop new and innovative funding streams for St. Mary's including corporate partnerships and private funding.

Closely collaborate with director of Communications and Marketing while creating fundraising collateral and written communications.

Expand leadership giving programs that includes direct mail and electronic outreach

Other duties as assigned

QUALIFICATIONS:

- Five years of fundraising experience
- Demonstrated experience and interest in serving as a front-line fundraiser.
- Willingness to serve as a spokesperson for St. Mary's for across setting
- Well-honed skills in developing donor cultivation and solicitation strategies.
- A commitment to St. Mary's mission and values.
- Outstanding interpersonal skills; a high level of comfort with direct donor interaction, including discussions of personal and family finances.
- Excellent communication skills, both verbal and written.
- Knowledge of Raisers Edge or comparable software.
- Energetic, innovative and flexible
- High level of discretion and respect for donor privacy.
- Initiative and independence combined with the ability to work well as part of team.
- Bachelor's or advanced degree

APPLY

Interested candidates should forward a letter of interest, resume, certifications if appropriate, and a list of references to:

Jennifer Pearce
Director of Advancement and the Campaign for St. Mary's
St. Mary's Lynn
35 Tremont Street
Lynn, MA 01902
781-586-2005

Interested candidates may also email materials and references to: jennifer.pearce@stmaryslynn.com.

You may also learn more at
STMARYSLYNN.COM

St. Mary's is committed to the principle of equal employment opportunity. As a religious organization, the School is also bound by Canon Law and Catholic teachings. For this reason, there may be occasions when the truths of the Catholic faith are a factor in employment-related decisions.

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