

Affinity Program Gift Officer
St. Xavier High School

Reports to: Director of Major and Planned Giving

Job Summary

Affinity Program Philanthropy Officer will assist the President, Vice President of Advancement, Major Gifts team and X-Travaganza Director in attracting philanthropic support through affinity initiatives to meet St. Xavier's strategic goals.

Major Job Responsibilities

Personally manage and build relationships with class, alumni chapter, and other affinity group prospects and representatives.

Devise and implement cultivation, solicitation, and stewardship plans/timelines for individual classes, reunion classes, alumni chapters and other affinity group scholarship or Giving Club initiatives. Work with Director of Alumni Relations, Event Coordinator and Major and Planned Gift Officers for effective communication and execution for the various elements of these initiatives.

Identify highly rated prospects among the various classes and other affinity groups and partner with Major and Planned Gifts officers for long-term relationship management.

Work with Director of X-Travaganza to coordinate and drive X-Travaganza sponsorship program.

Establish and achieve goals annually for overall program as well as for individual initiatives resulting in an overall goal of at least \$1,000,000 per year in gifts and pledges.

Participate as a member of the Major Gift Team, attending regular team meetings and providing information in a timely fashion for Major Gift Team initiatives.

Regularly promote efforts to broadly educate and inform St. Xavier constituents of the opportunities for annual, major, and deferred giving through multiple possible giving vehicles.

Build relationships with key constituencies within the internal St. Xavier community, including members of the faculty, staff, and administration.

Represent St. Xavier High School at a variety of events and functions throughout the course of the fiscal year.

Qualifications/Job Requirements

The Affinity Program Officer will minimally possess a bachelor's degree and three or more years of successful advancement experience. (Related experience in a profession with comparable personal contact will be considered.) S/he will have the ability to think strategically, to establish and creatively cultivate strong relationships with prospective donors, and to meet established goals and objectives. S/he will have excellent written, oral, organizational, and interpersonal skills and be committed to a team approach. Knowledge of computer-based data systems and the ability to become conversant about planned giving opportunities are essential.

The Affinity Program Officer will have a budget and travel as necessary to cultivate, solicit and steward major gifts. S/he will participate in professional development workshops, conferences, and seminars to keep abreast of current giving strategies and vehicles.

The Affinity Program Officer will report directly to the Director of Major and Planned Giving and indirectly to the Vice President for Advancement while being personally committed to St. Xavier's Catholic and Jesuit mission.