



## **JOB DESCRIPTION**

### **Title:**

Associate Director of Annual Giving

### **Role:**

The Associate Director of Annual Giving is responsible for leading the tactical implementation of Loyola's Annual Fund solicitations of all constituencies including current parents, past parents, alumni, and friends of Loyola. This is an opportunity for growth that offers a variety of responsibilities that include managing the cycle of fundraising appeals both in print and digitally; leading production of the annual President's Report of Donors; recruiting and managing constituency volunteer leadership groups; planning, staffing and attending donor and alumni cultivation events; managing external vendor relationships; and contributing to the execution of the annual fundraising Benefit Gala. The Associate Director will also act as the Advancement Office liaison to the Parents Association.

The position will report directly to the Vice President for Advancement and is a key member of Loyola School's Advancement Office.

### **Job Responsibilities:**

- Develop and execute a plan and calendar of all Annual Fund solicitations and activities throughout the year including writing solicitation templates and preparing data lists.
- Collaborate with the Vice President for Advancement to establish measurable goals for each constituency and innovate strategies to achieve and surpass these goals.
- Project manage the production and editorial process to publish the annual President's Report of Donors.
- Identify, recruit, and manage volunteer committees made up of current parents and/or alumni parents at the beginning of each school year.
- Work in coordination with the Advancement Associate to ensure that gifts to the Annual Fund are accurately and completely recorded.
- Supervise accuracy and timeliness of donor acknowledgment letters drafted by the Advancement Associate.
- Plan, supervise, and coordinate annual giving fundraising and donor stewardship and cultivation events, including: President's Reception, Current Parent Holiday Reception, Alumni Parent Winter Reception, Alumni Reunion, the Alumni Dinner, and the annual Shea-Armstrong Golf Classic..
- Contribute to achieve the success of the annual fundraising Benefit Gala. Solicit constituencies to attend, to volunteer on Gala Committee, to contribute gifts-in-kind for the Silent and Live Auctions, and to purchase journal ads.
- Support major gift initiatives and planned giving cultivation and stewardship activities.

- Participate and support the President of Loyola and the Vice President for Advancement in all important donor cultivation, stewardship, and solicitation events and/or meetings associated with the Capital Campaign
- Willingness to work occasional evenings and weekends, as necessary. Some local travel may be required.
- Support all Diversity, Equity, Inclusion and Belonging goals by building and sustaining strong relations with all members of our diverse parent community.

**Requirements:**

- Bachelor's Degree required with a minimum of three (3) years of relevant fundraising experience in an educational or nonprofit setting.
- Demonstrated organizational and project management skills along with the ability to multi-task with great attention to detail.
- Facility with fundraising and communications software programs (examples: Google Suites, Microsoft, Blackbaud Raiser's Edge, OneCause, Constant Contact).
- Strong work ethic, results-oriented, and an ambition to meet goals.
- Strong interpersonal skills; ability to work with tact and maintain confidentiality; experience working collaboratively with a team of staff and volunteers.
- Proficiency with Microsoft Office; experience with Raiser's Edge is preferable, but not required.

**Qualifications:**

- Interest in all aspects of education and a dedication to promoting the School's fundraising priorities.
- Strong oral and written communications, presentation, and public speaking skills.
- Experience utilizing social media to support marketing, branding, and engagement efforts.
- A sense of humor and a willingness to engage with the Loyola community!

**Salary Range:**

\$78,000 - \$85,000

**Status:**

Full-time; exempt; not overtime eligible. This position occasionally requires extra hours as well as attendance at many School held events.

**Typical Level of Interaction:**

Requires interaction with all School departments in addition to students, families, alumni and Board of Trustee members.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Manages many tasks and projects simultaneously while adhering to deadlines and promises.

- Creates action plans to meet goals and objectives. Conducts periodic reviews of progress and measures against goals. Establishes broad policies to ensure success.
- Maintains work/life balance without compromising expectations of others. Respected for ability to “find” or “make” time to get things done.
- Works effectively with all members of the School community. Maintains confidentiality and exhibits good judgment in making decisions.
- Maintains open communications channels with peers, administrators, and visitors at the School.
- Critical thinking. Considers a broad range of internal and external factors when solving problems. Grasps complexities and perceived relationships among different problems or issues.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. There is the possibility to work one day from home weekly at the supervisor’s discretion.

**How to apply:**

If you are interested in growing professionally in a highly respected organization, please submit a cover letter and your resume to: [employment@loyolanyc.org](mailto:employment@loyolanyc.org) with Associate Director of Annual Giving in the Subject line.

**Mission:**

Loyola School is a Catholic, independent, co-educational, college preparatory high school rooted in the Jesuit tradition. Committed to the Jesuit ideal of *cura personalis* (care for the whole person), Loyola School challenges young men and women to become intellectually fulfilled, open to growth, religious, loving, and committed to doing justice.

**Equal Employment Opportunities:**

It is the school’s policy to provide equal employment opportunities to all applicants for employment, consistent with federal, state and local laws. Accordingly, all applicants for employment are to be treated without regard to race, color, religion, sex, age, national origin or citizenship status, qualified handicap, sexual orientation, marital or veteran’s status or inconsequential handicaps. This policy pertains to every aspect of an individual’s relationship with the School.

All prospective employees are required to complete a necessary background check and mandatory fingerprinting.

*For more information about Loyola School – our mission, who we serve, and more about our school – visit [www.loyolanyc.org](http://www.loyolanyc.org).*