



# UNIVERSITY OF DETROIT JESUIT

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## HIGH SCHOOL AND ACADEMY

### DIRECTOR OF ANNUAL GIVING

**Job Summary:** Reporting to the Vice President for Institutional Advancement, the Director has leadership responsibilities for the Annual Fund, the main annual fundraising activity for U of D Jesuit. The Director will interact with other Advancement staff to ensure achievement of fundraising goals, enhancement of relationships with alumni and other constituencies of the School, and advancement of the Mission of U of D Jesuit as well as supervise the Gift Processing Administrator.

**Our Mission:** University of Detroit Jesuit High School and Academy is committed to providing the highest quality Jesuit Catholic college preparatory education for young men throughout metropolitan Detroit. University of Detroit Jesuit, in collaboration with parents, will challenge its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and promotion of justice, and to be “Men for Others.”

**Our School:** U of D Jesuit strives to develop graduates who are open to growth, committed to doing justice, loving, religious, and intellectually competent. Employees must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day-to-day activity. U of D Jesuit prohibits the abuse and mistreatment of students and takes seriously any report of suspected abuse. Every employee is required to adhere to policies relating to boundaries with students, report any suspicious and inappropriate behaviors promptly, and attend abuse risk management training as scheduled.

**Application Procedures:**

Submit cover letter, resume, and a completed non-teaching application form (located at <https://www.uofdjesuit.org/quicklinks/employment-opportunities>) to the email address indicated on the application form.

*U of D Jesuit reserves the right to close this posting prior to its original end date once a sufficient number of applications have been received.*

**Employment Category:** Full-time, Exempt

**Compensation:** Commensurate with qualifications and experience. Full benefits package included.

**Primary Duties and Responsibilities:**

- Supervise the Gift Processing Administrator
- Lead the Annual Fund fundraising activity
  - Identify and segment all Annual Fund constituencies no later than August 1<sup>st</sup>.

- Develop and implement the Annual Fund solicitation calendar (e.g. mailings, emails, and social media).
- Create and implement the theme and collateral materials for solicitation mailings and emails.
- Ensure gifts are completely and accurately reported.
  - Work in coordination with Gift Processing Administrator.
  - Approve daily report of gifts processed.
  - Write personal “thank you” notes on acknowledgment letters for gifts in excess of \$250.00.
  - Ensure that acknowledgment letters are mailed the next day after gift receipt date.
- Complete matching gift program documentation.
- Ensure timely, accurate responses to requests for information from the Blackbaud database.
  - Provide database support to Planned Giving and other campaigns.
  - Update existing queries to ensure accuracy of data.
  - Ensure the integrity and confidentiality of the database.
  - Request documentation to support restricted gifts from staff.
- Ensure gifts, recurring gifts, and pledges are documented in the Blackbaud database in accordance with U of D Jesuit policies.
  - Work with Stewardship Coordinator to provide information for benefactor recognition programs (donor recognition boards, Circle of Care Scholarship program and dinner, and President’s Mass and Reception).
  - Submit annual information by August 1st for President’s Report in Fall Highlights publication.
- Complete financial reporting:
  - Monthly: Prepare matrix report, including annual giving, other gifts, pledges outstanding and Planned Estate Giving activity.
  - Annually: respond to Business Office’s request for information and documentation required for annual audit.
- Participate in important donor cultivation and recognition events including the Scholarship Auction, Grand Reunion Weekend, President’s Mass, and others.
- Ensure administrative responsibilities for direct report are completed:
  - Job description kept up to date
  - Managing, evaluating, and documenting employee performance in accordance with policy and procedure.
- Work closely with Communication Office and Director of Alumni Relations for timely and relevant communications to our constituencies.

*This posting documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under their supervision.*

**Qualifications, Experience, and Abilities:**

- Bachelor’s degree or a combination of education and experience.
- 1-3 years of fundraising experience preferred.
- Proficiency in Microsoft Office and Google Suite software

- Proficiency with Raisers Edge software
- Must be willing to understand and embrace the Jesuit and Catholic tradition of U of D Jesuit, and develop a passion for the Mission of the School

**Physical Working Conditions:**

Job may require lifting light weight objects (1 to 10 pounds) with no repetitive bending or stooping. Occasionally lift average weight objects (10 to 20 pounds).

**Working Environment:**

Regular exposure to favorable conditions such as those found in a normal office with occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings.

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.