

Job Title: Director of Development & Alumni Relations

Salary: Commensurate with experience

Position Summary:

The Director of Development and Alumni Relations provides leadership and direction to Bishop Grimes Jr./Sr. High School in its efforts to maximize alumni engagement and philanthropic support, advancing the organization's mission and vision. This position works closely with the Board of Trustees in all fundraising and outreach endeavors and is responsible for planning, organizing, and directing all aspects of fundraising, including, the annual appeals, overseeing committees and management of two signature events. Additional responsibilities include collaborating with marketing and communications efforts, including social media, digital and print marketing in conjunction with the Office of Advancement. Successful candidate will be an active and engaged member of the Bishop Grimes community and administrative team.

Essential Responsibilities:

- Serve as a member of the administrative team, enhancing Bishop Grimes profile by working collaboratively across departments to cultivate and build upon relationships which nurture a culture of philanthropy.
- Enhance and execute a formal annual Development plan which aligns with the school's strategic plan and the Board's priorities.
- Strive to increase annual support of Bishop Grimes by developing and implementing creative, persuasive, strategic and targeted annual giving programs and appeals.
- Maintain a prospect portfolio of major/legacy gift prospects, which includes, scheduling regular meetings to discover, cultivate, and establish relationships, primarily with alumni.
- Oversee various committees which work to enhance the School including: The Campaign Steering Committee, the Alumni Committee.
- Grant proposal preparation, including, research, writing, and external reporting.
- Continue to build the newly created Legacy Giving Program.
- Ensure accurate recording of information in database, file system, and/or records. Create, update, and revise as needed in RasiersEdge.

Qualifications:

- Bachelor's degree required.
- Minimum of 3-5 years' experience in fundraising and alumni relations. Experience in major gift fundraising and campaigns highly preferred.
- Strong networking, engagement and relationship building skills.
- Experience with office software required : apple, Microsoft, and google suite
- Experience with CRM, specifically Raiser's Edge preferred.

Deadline: Interested candidates should submit their cover letter, resume and references to the Development Associate, Holly Wait at hwait@syrdiocese.org.