



Institution: Cleveland Benedictine High School
Job Title: Director of Annual Fund and Alumni Relations
Department: Advancement
Reports To: Vice-President of Advancement
Job Type: Full-time / 40 hours per week; Exempt employee

Summary: The Director of Annual Fund and Alumni Relations reports to the Vice-President of Advancement at Cleveland Benedictine High School. S/he is responsible for initiating and providing oversight for effective communication efforts and alumni engagement on behalf of Benedictine High School and Saint Andrew Abbey. As a key member of the advancement team, the candidate will be responsible to secure financial support for the school from alumni, as well as plan and carry out programs and events that keep alumni informed about the school. The Director of Annual Fund and Alumni Relations is responsible for generating annual revenue for the operating budget through direct mail solicitations, Phonathon programs, and individual cultivation, solicitation and stewardship of leadership donors.

Primary Responsibilities:

- Manage the Annual Fund program while improving and expanding all necessary programs to meet the budgeted goal. Analyze results, recommend plans, and implement new programs. Write and produce solicitation letters, program brochures, e-mail blasts, articles for publication, and all annual fund printed materials.
- Ensures accurate alumni information by capturing e-mails, biographical and career updates.
- Expands and improves alumni relations through the development and implementation of newsletters, Eblasts, website updates and social media.
- Implements programs to increase donor giving specific to Benedictine High School and Saint Andrew Abbey.
- Helps plan, organize, and implement alumni programs and events (e.g., reunion weekend, Mr. Benedictine dinner, alumni golf outing, etc.) as a consultant for the Director of Special Events.
- Develops and implements a plan to increase alumni involvement and support for special events (e.g., Abbey Benefit, Blue and White Gala) as a consultant for the Director of Special Events.

Additional Responsibilities:

- Work closely with the Database and Gift Entry Coordinator to assure that donor base is accurate and updated.
- Create class captain programs that will assist with event and philanthropic participation.
- Coordinate and begin class captain program with all current classes at Benedictine High School.
- Duties as otherwise assigned and determined by Vice-President of Advancement.

Preferred Qualifications:

- Bachelor's degree with minimum of 2 years' experience in fundraising or sales, or equivalent professional experience.
- Highly motivated self-starter with proven leadership skills.
- Strong written and verbal communication skills.
- Goal driven with excellent time management and organizational skills. Willing to work late nights and weekends.
- Works collaboratively with staff, volunteers and Benedictine Order of Cleveland stakeholders
- Catholic education fundraising experience.