

## DIRECTOR OF ANNUAL GIVING

Cardinal Gibbons High School is a vibrant and mission-driven Catholic high school located in the Diocese of Raleigh that instills in its students the core tenets of faith, service, and leadership and seeks an innovative, enterprising individual to serve as its next **Director of Annual Giving**, effective immediately.

The Director of Annual Giving is a senior member of the advancement team whose primary responsibility is the strategy and implementation of the School's annual giving program, The Cardinal Gibbons Fund. Working closely with advancement team members and volunteers, the Director of Annual Giving will cultivate, solicit, and steward donors to meet the vision and financial goals of the School.

### **Additional responsibilities and skills include:**

- Create and manage an annual plan for giving to The Cardinal Gibbons Fund from all constituencies that meets or exceeds annual goals.
  - Recruit and manage parent volunteers for the Parent Leadership Council to meet and exceed goals for parent philanthropic support.
  - Work with Director of Alumni Advancement to manage alumni annual giving.
  - Coordinate with the Director of Parent Engagement to manage parent, alumni parent and grandparent engagement activities that encourage philanthropic support.
  - Create plan for and manage office and classroom educator giving programs.
- Lead annual research on new parents and grandparents to identify leadership donor families.
- Coordinate annual donor recognition events, activities, and reports.
- Develop and maintain reports that communicate fundraising progress.
- Evaluate results, refine plans, and implement new strategies based on ongoing analysis.
- Participate in Advancement Department communication including messaging on social media and other internal and external communication platforms.
- Support the department's efforts to ensure Raiser's Edge best practices, leveraging the database as an institutional asset.
- Develop and monitor appropriate revenue and expense budgets.
- Foster a commitment to building and maintaining a strong advancement team spirit.

- Attend development events; this position may require evening and weekend work.

**Requirements:**

- Bachelor's degree required
- Minimum of five years of development success; independent school setting preferred
- Database expertise and Microsoft Office proficiency required
- Ability to work evenings and travel as needed.

To apply, please send your resume and cover letter to [employment@cghsnc.org](mailto:employment@cghsnc.org)