



Annual Giving Manager

St. Catherine of Siena Academy

St. Catherine of Siena Academy is an all-girl Catholic High School in Wixom, Michigan. Our Mission is to transform the culture by inspiring young women to discover and develop their Feminine Genius - their unique identity and gifts as women created in the image of God.

About the Position

The Annual Giving Manager is responsible for the Annual Giving Program at St. Catherine Academy as well as supporting all Advancement engagement efforts. This key team member will understand the integral role of the Annual Fund within the overall Advancement strategy. This person should also be well-versed in utilizing technology and data management in executing fundraising efforts.

Primary Duties and Responsibilities

- Design, implement, and manage all annual giving initiatives and activities, including traditional in-house telemarketing and direct mail programs as well as social media and online giving campaigns.
- Create new and innovative giving initiatives, utilizing new technologies and modes of communication.
- Develop and implement plans for new donor acquisitions and renewal of lapsed donors.
- Ensure consistent targeted messaging in all annual fund activities.
- Manage donor stewardship with other advancement team members, including solicitation letters, thank you correspondence and touchpoints to ensure seamless coordination between fundraising events/efforts and stewardship activities.
- Cultivate alumni relationships to foster long-term giving.
- Manage/Utilize prospect research tools and donor database to build donor relationships
- Coordinate development research activities
- Collaborate on design and coordination of advancement and marketing promotional materials.

Minimum Qualifications/Experience

- Bachelor's degree required
- 3+ years' experience in annual fund development, donor cultivation, and/or successful fundraising efforts.
- Working knowledge of advancement best practices.
- Knowledge and respect for the Catholic faith and a demonstrated commitment to Catholic education

Required Knowledge/Skills

- Strong written, verbal, and interpersonal skills. Ability to easily change writing styles to fit the audience and voice of the piece
- Creative, self-starter attitude and the ability to work collaboratively
- Time management and flexibility with job duties
- Strong project management skills
- Comfortable managing multiple projects, priorities, and deadlines
- Commitment to the highest standard of customer service and professionalism
- Donor and volunteer service mentality
- Knowledge of Microsoft Office products required
- Organized and inspiring team leader