



Mount Notre Dame High School is seeking a passionate Annual Giving Manager. The Annual Giving Manager is a full-time, 12 month position that reports to the Director of Development and will oversee all facets of the MND Annual Fund. The Annual Fund is an integral part of the overall fundraising program for MND, providing vital budget support for the school through unrestricted annual gifts.

The Annual Giving Manager will provide strategic leadership and oversight in managing a multi-channel solicitation program that includes leadership level annual giving, reunion class giving, volunteer management, digital fundraising, social media, phone-a-thon, and segmented direct mail to solicit parents, alumnae, alumnae parents, faculty/staff, grandparents and friends. This includes developing strategies to increase donor participation and revenue, managing donor relations, and working closely with other team members to achieve fundraising goals. The ideal candidate will have a proven track record in fundraising, excellent communication skills, and a passion for our mission. The Manager will focus on managing an annual giving program that includes personalized cultivation, solicitation, and stewardship for all donors as well as leadership annual gift prospects and donors.

Position Responsibilities:

- Enhance and grow an annual giving program with personalized cultivation and solicitation of donors including parents, alumna, alumnae parents, grandparents, faculty/staff, and friends.
- Collaborate with the Director of Development to ensure a coordinated and strategic approach to the team's cultivation and solicitation of donors who have potential to enter the major gift pipeline.
- Create strategies to recapture lapsed donors and improve acquisition of new and retention of long-term annual donors.
- Ensure integration of multi-channel annual giving applications (direct response, texting, e-philanthropy).
- Direct short- and long-range planning and implementation for annual giving programs with a multi-tiered strategy that is highly targeted and appropriately personalized.
- Manage donor stewardship process, including engagement and appreciation events as well as communications, increasing donor retention and giving levels.
- Cultivate and nurture positive relationships with individual donors, fostering a sense of community and investment in MND's mission.
- Oversee and work within the limits of the Annual Fund expense budget.

- Work closely with Marketing and Communications staff to create targeted messaging that increases support and expands participation in annual giving, with an emphasis on unrestricted gifts.
- Work closely with other development staff, board members, and volunteers to coordinate fundraising efforts and ensure alignment with overall development goals.
- Oversee production of appeals, mailings, list segmentation, and email campaigns.
- Personally manage a portfolio of donors and prospects including face-to-face solicitations.
- Create and manage metrics to measure the effectiveness of annual strategies, working with the team to build and analyze donor lists and reports, refine strategies, and enhance return on investment.
- Ensure the accuracy and timeliness of Raiser's Edge database entries, reporting procedures, acknowledgments, and donor stewardship activities.
- Oversee, plan, and implement a bold program to identify, cultivate, solicit, retain, and steward Leadership Society donors (\$1,000+). Direct and ensure that accurate, effective, and timely acknowledgement, recognition and renewal systems are in place. Evaluate effectiveness and report results regularly.
- Recruit, train and support giving volunteers, growing the base of volunteer support to annual giving from parents and alumna.
- Coordinate the sharing of prospect and donor information with other development colleagues and collaborate to ensure upward movement of prospects through the pipeline for major gifts.
- Design a series of management information reports that demonstrate key leverage points, outcomes, and efficiency.
- Manage compilation and submission of regular reports to the Director of Development and President.
- Compile donor data and lists for the annual report with the Development department; draft summary information and features for the annual report highlighting results and the impact of philanthropy for the year.
- Other duties as assigned.

Position Qualifications:

- Bachelor's degree
- 3-5 years of fundraising experience including demonstrated skill at soliciting and closing leadership gifts.
- Proven success in an annual giving program, and the ability to develop creative strategies to increase giving and parent and alumnae participation rates.
- This position requires strong organizational skills, attention to detail, creative thinking, an eagerness and ability to interact with parents and other friends of the school.
- Commitment to confidentiality, discretion, and customer service mindset.
- Self-motivated and proactive, with a demonstrated ability to drive initiatives independently and collaboratively.

- Excellent interpersonal and communication skills, with the ability to build rapport and effectively engage diverse stakeholders.
- Experience engaging and managing volunteer groups.
- Strategic thinker with a forward-looking mindset.
- Understanding of database management, gift processing, and donor relations. Knowledge of Raiser's Edge is a plus.
- Demonstrated analytical skills with the ability to identify new opportunities.
- Ability to inspire, influence, and build credibility with donors, leadership, and colleagues.
- A proven ability to work both independently and as a team member, prioritizing work and meeting deadlines while managing multiple tasks and maintaining a positive attitude in a demanding, fast-paced environment is essential. The successful candidate will be an entrepreneurial and self-motivated individual who has shown resourcefulness, excellent data analysis and report generation skills.

Mount Notre Dame, founded in 1860 by the Sisters of Notre Dame de Namur, is the premier Catholic high school for young women in Cincinnati. MND continues to carry on a strong tradition of educational excellence and spirited sisterhood with a current enrollment of 650 students, representing more than 100 different grade schools and 65 zip codes. MND's rich academic, spiritual and student development programs empower young women to learn, live, lead and serve. The school's Christ-centered approach is rooted in the mission and charism of the Sisters of Notre Dame de Namur.

Mount Notre Dame seeks to recruit, develop, and retain the most talented staff from a diverse candidate pool. Our goal is to build a team that represents a variety of backgrounds, perspectives, and skills and to reflect the learning community we serve. Catholic candidate preferred. Interested applicants should send their resume and cover letter to the Director of Finance, HR & Campus Operations, Diane Barney, at dbarney@mndhs.org.