



## **ANNUAL GIVING MANAGER**

**Title: Annual Giving Manager**

**Reports To: Director of Development**

**Classification: Full Time, Salaried**

### **Position Profile**

The Mount Notre Dame Annual Giving Manager is a full-time, 12-month, in office position and oversees 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 through unrestricted annual gifts.

Our Development Team is seeking a proven professional to advance MND's mission by strengthening connection, participation and investment and implementing direct mail appeals, monthly giving programs, individual donor solicitations, donor stewardship and providing event support to the team.

### **Key Responsibilities**

- Enhance and grow an Annual Giving program with personalized cultivation and solicitation of donors including faculty/staff, alumna as well as parents of alumnae and current parents and grandparents
- Responsible for all levels of direct mail and electronic appeal solicitation campaigns.
  - Annual Day of Giving, Girls School Unite, SGO Campaign and Leadership Society
  - Write inspiring annual appeals, contribute content for MND publications and facilitate ongoing email communications and personal calls for donor engagement
- Lead fundraising projects, monthly giving programs, special appeals and events that support the Annual Fund
- Prepare and analyze reports to increase donor engagement to implement strategy
  - Monitor LTBUNT/SYBUNT data and identify re-engagement opportunities
- Manage, solicit and steward a portfolio of donors
  - Track activity, gift conversations and next steps timely and accurately in CRM
  - Cultivate and nurture positive relationships with individual donors
- Support fundraising and stewardship events and mission-driven programming
- Ability to remain forward-thinking while navigating long standing traditions
- Attend on and off campus events to represent MND and engage with constituents, including evenings and weekends as needed

## Requirements

- Education: Bachelor's degree
- A minimum of two (2) years of fundraising experience
  - Preferred--proven success in an Annual Giving Program with the ability to develop creative strategies to increase giving and parent and alumnae participation
- Is mission-driven and passionate about the value and impact of a Catholic education
  - *Catholic candidate preferred*
- Proficiency in Raiser's Edge (or similar CRM systems), Microsoft, Excel, Power Point and Canva
- Self-motivated and proactive, with a demonstrated ability to drive initiatives independently and collaboratively
- Excellent writing and interpersonal and communication skills with the ability to build rapport and engage with diverse stakeholders
- Strong attention to detail coupled with strong organizational skills
- Commitment to confidentiality, discretion with a customer service mindset
- Ability to manage deadlines with accuracy and attention to detail
- Flexible, self-motivated and team-oriented with the ability to maintain a positive attitude to embrace additional duties as assigned
- Ability to travel as needed, including overnight travel

## How To Apply

Interested, qualified applicants should email a cover letter, resume and a list of 3-5 references with all contact information to the attention of President, Michelle Robinson at [mrobinson@mndhs.org](mailto:mrobinson@mndhs.org). Please include Annual Giving Manager in the subject field of email.

Mount Notre Dame seeks to recruit, develop and retain the most talented faculty and 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 on the learning community we serve. Mount Notre Dame is an equal opportunity employer and complies with all appropriate employment regulations.

*Mount Notre Dame is one of Cincinnati's oldest all-female Catholic schools founded in 1860 by the Sisters of Notre Dame de Namur. MND educates young women from more than 65 zip codes, representing over 100 different grade schools. MND continues to carry on a strong tradition of educational excellence with a current enrollment of 600 students. MND offers 4 academic levels, 22 Advanced Placement® classes, 27 Honors classes and 15 College Credit Plus classes on our campus.*