



Job Posting
Director of Annual Giving and Alumni Relations

Job Summary

- McQuaid Jesuit, a Catholic school in Rochester, NY, teaching boys' grades 6-12, is seeking candidates for the Director of Annual Giving and Alumni Relations position. Reporting to the VP of Advancement and working collaboratively with the Advancement team, the Director of Annual Giving and Alumni Relations is responsible for planning and executing Annual Giving fundraising initiatives with an expectation to grow the Annual Fund by 5% year over year. An important part of this initiative is the development and implementation of a robust alumni relationship program. The Director develops and nurtures mutually supportive relationships between McQuaid Jesuit and its alumni by planning and implementing alumni programming and communications. He/She identifies, recruits, and manages alumni leaders. Serves as a resource for alumni and the alumni network resulting in building strong alumni relations that result in annual advancement goal attainment.

Primary Duties and Responsibilities

- Under the direction of the VP, leads and executes McQuaid Jesuit's annual giving fundraising plan, utilizing a comprehensive strategy to meet or exceed budgeted goals particularly for the annual fund and assigned events. To include:
 - A 5% increase year over year in annual fund revenue.
 - Increase alumni participation and engagement percentages year over year.
 - Oversight of the McQuaid Jesuit Alumni Association to support fundraising and engagement strategies.
- Collaborates with the Director of Communications to produce written and digital communication pieces, including letters, emails, cards, and social media campaigns, etc. Collaborate on additional items such as:
 - The BASH paddle call video
 - Promotional videos and invitations for events.
 - Filming, photographing, and editing as needed to supplement the Director of Communications.
 - Develop communications schedules and media for large events like Giving Day, Fr. Mac Golf, Bull Roast, etc.
- Cultivates and engages alumni through social and fundraising events to build up the alumni community (with support from the Director of Special Events and Parents Relations and the

Advancement team). Some of these events are: Fr. Mac Golf Tournament; Homecoming Weekend; Milestone Reunions; Second Generation Breakfast; Regional JUG Nights; Bull Roast, etc.

- Oversight, development and management of Alumni fundraising events, Fr. Mac Golf Tournament; Homecoming Weekend; Milestone Reunions; Second Generation Breakfast; Regional JUG Nights; Bull Roast, etc.
- Additionally, oversees and utilizes the Alumni Association and Board Committee for Alumni Relations and Advancement in an effort to grow alumni engagement and participation.
- Works with current students and alumni to:
 - Oversees the development and interaction of the McQuaid Jesuit Alumni Association.
 - Develops Class Correspondents to plan and execute class social and giving initiatives.
 - Organizes regional alumni JUG Nights and other alumni activities and events.
 - Post-event follow up and giving requests.
 - Assists with the recruitment, training, and supervision of alumni, friend, and parent volunteers who focus on strengthening Alumni Giving.
 - Leads class-based volunteer fundraising by determining and executing new annual engagement strategies for group training and individual coaching.
 - Work with current students to develop a rapport, and keep contact during college years for the future giving.
 - Cultivate relationships between alumni and current students through career forums and by maintaining the integrity of the alumni career listing.

Utilized data from Raiser's Edge NXT donor management database on a regular basis to develop analytical tools to increase alumni participation and annual giving effectiveness.

Additional Responsibilities

- Other duties as assigned

Supervisory Responsibilities:

- None

Competencies/Skills

- Ability to think strategically.
- Self-starter with an entrepreneurial spirit and an ability to act decisively.
- Excellent project management, including planning initiatives, motivating participants to achieve goals and the ability to manage and complete multiple priorities simultaneously.
- Strong technical and analytical skills.
- Familiarity with branding, communication, and/or marketing
- Proven ability to motivate and manage volunteer leaders to achieve institutional priorities.
- Superior organizational abilities and attention to detail.
- Highly resourceful with the ability to formulate and implement a creative strategy.

- Ability and willingness to work outside of standard business hours, including weekends and evenings, and to travel on occasions.
- Excellent communication (written and verbal) and interpersonal skills with a high degree of professionalism, competence and integrity in dealing with a variety of individuals.
- Demonstrated experience in Word, Excel and Outlook required.
- Knowledge of development/advancement software and/or ability to learn Razors Edge NXT donor database.

Education and Experience Requirements

- Bachelor's degree in business, marketing, or a related field with a minimum 3 to 5 years of customer-centered constituent engagement or marketing/sales experience.
- Fundraising experience minimum 3 – 5 years.
- McQuaid Jesuit Alumni preferred.

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered an all-inclusive listing of work requirements.

Physical Demands

- While performing the duties of this job, the position involves walking, standing, lifting, and bending. The person is also required to talk and hear. The position is required to frequently stand, walk, sit, and reach with hands and arms. Part of the duties may include lifting, carrying boxes as needed. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

- Standard Office Environment

Position Type and Expected Hours of Work:

- This is a 12-month, full-time position. (40 hours per week – exempt level position). Typical days and hours of work are Monday through Friday, 7:30 a.m. – 4 p.m. Evening and weekend work is required. Salary \$60,405.80

Reports To:

- VP of Advancement

How to apply: Candidates should send a cover letter, and resume to employment@mcquaid.org on or before June 15th, 2024. For more information about McQuaid Jesuit, please visit our website www.mcquaid.org.