



## Saint Patrick High School | Donor Relations & Stewardship Officer

### Job Title: Donor Relations & Stewardship Officer

Status: Exempt, Full-Time

Reports To: Director of Institutional Advancement

Summary: Donor Relations & Stewardship Officer is responsible for the identification, qualification, cultivation and solicitation of major gifts from alumni, parents, and friends of the school in the Midwest area.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Identification, cultivation and solicitation that joins together the philanthropic interests of donors with the priorities and needs of Saint Patrick High School.
  - Identifies, qualifies, cultivates and solicits major gift prospects, frequently visiting constituents at the school, or in their local communities or places of employment. Initiate personal outreach with an assigned portfolio of approximately 150-175 SPHS alumni, family, and friends. Primary role is to maintain this portfolio through strategic qualification, finding new prospects, and referring other prospects to internal stakeholders.
  - Develop significant long-term relationships with current and future benefactors whose resources will be integral to supporting the mission of Saint Patrick High School.
  - Establish and maintain a rapport with each benefactor and encourage, support and sustain the benefactor's philanthropic relationship with Saint Patrick High School.
- Attend a significant number of regional and campus events as a representative of the school. Travel, evenings, and weekend activity is routine.
  - Cultivates new, existing, and established donors by purposefully using primary SPHS engagement opportunities (i.e. class reunions, school events, Green & Gold Gala, Golf outing, etc.) to develop individual—and continual—solicitation strategies.
- Spend 60% of weekly schedule facilitating scheduled appointments with current and prospective donors, or unscheduled drop-off of SPHS information, and/or giveaways
  - Coordinate with Director of Institutional Advancement to arrange face-to-face meetings with prospective and current donors during annual appeals and events
- Work with Director & Marketing & Communications team to create appeals and marketing materials
  - Schedule meetings with prospective donors based on annual giving history, with the intent to increase annual gifts.
- Collaborate with the Director of Institutional Advancement on campaign goals and objectives
- Utilize Raiser's Edge to research, manage and track individual and corporate pipeline of donors
- Engage donor affinity groups around major giving Alumni Association and Shamrock Business Partner Program.
- Promote teamwork across the Development Department, working as a true partner to match each donor's vision with the needs of Saint Patrick High School



- Works closely with the Director of Institutional Advancement, Executive Vice President, and President to develop strategies and solicitations around outright, and deferred giving. Brings potentially impactful prospects up for additional research and proactively utilizes SPHS Leadership and other influential members of the SPHS community to develop, deliver, and present holistic proposals based on a donor's ability to give.
- Reports, on a timely basis, on all progress towards accomplishing weekly, monthly, and annual objectives.
- Develops working and sustaining relationships internally with faculty, coaches, department heads or chairs, and other strategic partners to use in solicitations for academic, athletic, or programmatic priorities that evolve over time.
- Through strategizing with the Director of Institutional Advancement and SPHS Leadership, determines and achieves ambitious fundraising goals within 18 months of employment

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without a reasonable accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- College degree and/or equivalent work experience preferred 3-5 years of experience as member of an Institutional Advancement team
- Comfortable and effective in dealing with high-net worth individuals
- Ability to easily develop rapport with leadership level benefactors and their networks
- Proficient in Microsoft Office programs (i.e. Word, Excel, etc.)
- Proficient in Google Suite (Docs, Sheets, Slides, etc.)
- Excellent writing and communication skills
- Ability to achieve measurable goals and deadlines
- Must have high energy and excellent decision-making skills
- Must be comfortable interacting with diverse constituents and the greater public
- Must have excellent public speaking skills
- Proficient in Raiser's Edge and LinkedIn

(NOTE: This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, Administration reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel workload, or technological developments. Salaried employees are expected to work 40-55 hours weekly with a typical work schedule and events).

Résumé, Cover Letter, and three professional references should be forwarded to the attention of Pat Duggan, Director of Institutional Advancement at [pduggan@stpatrick.org](mailto:pduggan@stpatrick.org).