

Assistant Director, Affinity Engagement and Giving

St. Pius X High School is seeking a talented and knowledgeable Assistant Director of Affinity Engagement and Giving. The Assistant Director will serve as a lead liaison for assigned affinity-based fundraising and social outreach efforts and has project management responsibility for contributing segmentation strategies to the comprehensive annual giving fundraising program. The Assistant Director will play an active role as a leader of the annual giving team, participating fully and providing expertise on annual fund strategies and the implementation of those strategies.

Position: Assistant Director, Affinity Engagement and Giving (2024/2025)

Description

FLSA: Full-time, Contract, Exempt

Reports to: Director, Advancement

Schedule: 7:30 AM – 4:00 PM, Monday – Friday, plus scheduled events

Mission: Prayer, Study, Community, Preaching - this is Dominican education at St. Pius X High School. Inspired by Veritas, young men and women embrace academic excellence and integrity, celebrate the community's diverse gifts and heritage, and embody social justice and service.

Position Responsibilities:

- Contribute to overall strategic planning for annual giving programs as it relates to the Parents Fund, Senior Gift and young alumni giving, reunion giving, specialized alumni and multicultural initiatives, and other affinity-related programs.
- Under the guidance of the Director of Advancement, use predictive analytics tools or data-driven analysis to develop fundraising strategies, segmentation plans, ask amounts and document the justification for them.
- Manages the class agent program designed to leverage alumnae across the country and across generations who will drive positive support for the school and strengthen connections among alumnae. Make alumnae connections to the school relevant to them and their lives. Manages all alumnae related communications.
- Manages the Mom's Club and Dad's Club parent groups to ensure their activities serve the needs of the community.
- Engage, recruit, train, manage, thank, and retain volunteers to provide necessary resources to the school. Ensure that responsibilities and authorities of volunteers and staff are defined and understood.
- Provide regular statistical and financial reports on the status of programs being supervised.
- Develop strategic community partnerships and vendor partners that support annual giving programs to enhance the department's ability to meet annual giving goals by leveraging competitions, challenges, etc.

- Develop and enhance reports required to track and analyze activity including appeal results; donor movement through giving levels; donor retention; and fundraising projections.
- Other duties as assigned.

Required Qualifications:

- Commitment to embrace the Catholic Mission and Dominican Charism of St. Pius X High School.
- Bachelor's degree with 2-3 years of fundraising/development experience preferred.
- An ability to strategically build a program, to implement, to drive towards numerical goals and to produce outstanding results.
- Strong interpersonal skills, including the ability to listen carefully and respectfully and to speak with diplomacy and tact.
- Strong project management, problem-solving, and interpersonal skills, as well as a passion for excellent customer service, commitment to exceptional quality, and the ability to balance multiple complex projects in a dynamic, fast-paced environment.

Visit www.stpiusx.org/employment to apply.