

Bishop O'Connell High School, a diocesan Catholic co-educational college preparatory high school with 1,200 students located in Arlington, Virginia, is seeking a dynamic fundraising professional to join the Advancement team as the Manager of Annual Giving.

The Manager of Annual Giving is responsible for planning and executing a comprehensive strategic Annual Giving program to achieve annual operational fundraising goals.

#### Responsibilities

- Develop and execute a strategic annual giving plan
- Grow the Leadership Circle of donors (\$1,000 - \$25,000)
- Manage a portfolio of leadership prospects
- Personally conduct solicitations visits with qualified leadership prospects
- Collaborate with the major gifts team on comprehensive campaign solicitations
- Create annual giving messaging for direct mail, email and social media
- Plan and execute a one-day giving campaign in the spring
- Recruit and manage a peer-to-peer cultivation network of alumni advocates
- Develop and manage a Reunion Giving Program
- Manage the production of fundraising videos
- Analyze giving data and prepare appropriate reports regularly throughout the year
- Identify and manage a committee of annual giving volunteers
- Coordinate donor stewardship activities including receptions and special events
- Attend and support school and Advancement events
- Participate actively in the life of the Bishop O'Connell community

#### Qualifications

- Progressive fundraising experience or transferable skills or experience
- Committed to learning and applying the latest innovations in annual giving
- A "customer service" mind-set
- Volunteer management experience
- Experience crafting annual fund appeals
- Excellent written and interpersonal communication skills
- Ability to work independently and collaborate as a team member
- Strong analytical skills
- Bachelor's degree or higher preferred
- Knowledge of Blackbaud Raiser's Edge or other donor management software
- Proficient in Microsoft Office applications especially Word, Excel, and PowerPoint

**Interested applicants should submit their resume via email to [employment@bishopoconnell.org](mailto:employment@bishopoconnell.org), and include "Manager of Annual Giving" in the subject line.**