



ANNUAL GIVING AND COMMUNICATIONS MANAGER

MISSION STATEMENT

Central Catholic High School makes Jesus known and loved. We educate the whole person for college and for life, with particular care for the least favored and those in need.

SUMMARY

As a member of the Office of Institutional Advancement, The Annual Giving and Communications Manager (AGCM) works to advance the mission of Central Catholic through the development, implementation, and execution of our Annual Giving campaign (appeal letters, cultivation mailings, etc.) to include donor cultivation, direct mail solicitations, online giving, and support for department-sponsored events and fundraising efforts. In addition, the AGCM promotes the values and achievements of Central Catholic, its students, faculty and programs through communications, branding, online presence, and media outreach.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee the planning and designing of annual fund solicitations
2. Leads in all pre-planning of materials for our Raider Day of Giving
3. Develop a portfolio of donors with a goal of 5-10 prospect meetings per month with a focus on annual giving and/or Corporate and Community Partners program support
4. Serve as the Managing Editor, lead researcher and writer of *The Emblem* magazine
5. Create news items for local media showcasing the good work of our faculty, staff, and students to print media, daily papers, area monthlies, etc.
6. Prepare monthly e-newsletters for constituents and additional mass emails as needed
7. Use social media as a communication tool to engage with alumni, in concert with the Alumni Relations Associate and Web Content Manager, through the use of Facebook, Twitter, LinkedIn, email blasts and the website
8. Engage in ongoing professional development (CASE, ACAAP, etc.)

QUALIFICATIONS

1. Bachelor's degree with 2-4 years of experience in non-profit development, annual giving, and/or non-profit communications
2. Experience using Raiser's Edge preferred but not required
3. Demonstrated success in obtaining annual gifts and developing relationships with prospects and donors
4. Experience with prospect identification, cultivation, solicitation and stewardship

5. Ability to work effectively and cooperatively with peers, senior staff, volunteers and the larger community
6. Ability to work independently and maturely as part of a team
7. Ability to effectively identify, analyze and solve problems
8. Ability to communicate effectively and professionally, both orally and in writing, within the organization and with donors
9. Proficient in the use of Microsoft Windows and Office software; strong internet and email; social media communication skills required
10. Ability to appropriately preserve confidential matters and information
11. Willingness to contribute to overall success of Central Catholic High School

SALARY

Central Catholic High School is committed to offering salaries and benefits that are highly competitive relative to similar Catholic secondary schools. Salary commensurate with level of education and experience.

APPLICATION PROCESS

Candidates should submit cover letter, resume, and three references to Jennifer Plouffe, Associate Director of Advancement, jplouffe@centralcatholic.net by Monday, July 16.

EQUAL OPPORTUNITY EMPLOYER

In its employment practices, Central Catholic High School will not discriminate on the basis of race, color, sex, sexual orientation, national origin, ancestry, age, unfavorable military discharge, marital status, mental or physical handicap unrelated to the ability to perform duties of the position. This policy shall be interpreted in a manner which is consistent with the religious mission of Central Catholic High School and the teachings of the Roman Catholic Church.

ABOUT CENTRAL CATHOLIC HIGH SCHOOL

Founded by the Marist Brothers in the heart of Lawrence, Massachusetts in 1935, Central Catholic High School enrolls approximately 1,200 students from over 60 cities and towns and four countries. Students come from diverse backgrounds to form a caring community of faith, learning, and service. They advance to college in overwhelming numbers (nearly 100%) and move on to successful careers and positions of leadership in government, business, industry, academia, and professions. For more information, please visit our website www.CentralCatholic.net or call 978-682-0260.