



Job Profile

Job Title:	Annual Fund Officer
Department:	Advancement
Reports to:	Director of Advancement
Date:	2/28/25

Job Status:

Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
Full-time <input checked="" type="checkbox"/>	Part-time <input type="checkbox"/>

General Summary

What is the primary purpose of this position?

The Annual Fund Officer is responsible for managing and overseeing St. Francis Catholic High School's annual fundraising efforts, primarily focusing on securing recurring donations to support the school's operational and programmatic goals. The Annual Fund Officer provides day-to-day management and oversight for the St. Francis Fund and leads the development of strategies that result in the achievement of dollar and participation goals. The Annual Fund Officer coordinates all annual fund solicitations of parent, grandparent, alumnae, alum parents, faculty and staff. This is a full-time, year-round position with flexibility needed for occasional evening/weekend hours.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

Fundraising Strategy

- Develop and execute the organization's annual giving strategy, aligning with annual and long-term fundraising goals.
- Lead the planning and implementation of annual fundraising campaigns (e.g., direct mail, email, social media, peer-to-peer, and telemarketing).
- Set annual fundraising goals and develop budgets, forecasts, and performance metrics to ensure the success of the annual fund program.
- Stay up-to-date with fundraising trends and best practices, adjusting strategies accordingly.
- Track fundraising progress and adjust strategies as needed to ensure fundraising goals are met.
- Manage communication efforts related to campaign promotions.

Donor Cultivation & Stewardship

- Build and maintain relationships with current and prospective donors, ensuring consistent and meaningful communication with donors.
- Segment donors to ensure personalized communication and appropriate outreach methods.



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- Track donor engagement, send acknowledgments, and ensure proper recognition for contributions.
- Ensure donors are informed about the impact of their gifts.

Data Management & Reporting

- Oversee the maintenance of the Raisers' Edge donor database, ensuring accurate records of giving history, donor preferences, and engagement levels.
- Provide regular reports to leadership, outlining campaign progress, successes, challenges, and areas for improvement.
- Monitor and analyze donor giving trends to inform future campaigns.

Collaboration & Teamwork

- Work closely with the marketing, communications, events and alumnae relations teams to create compelling fundraising materials.
- Coordinate with the Director of Advancement to align the annual fund efforts with major gift and capital campaigns.
- Support and guide volunteers involved in fundraising efforts.

Donor Acquisition

- Lead efforts to acquire new donors through targeted outreach programs, special events, and partnerships.
- Focus on engaging lapsed or under-engaged donors to encourage renewed giving.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

- Bachelor's degree required.

Job experience:

- At least 3-5 years in fundraising, development, or related field, with experience in annual giving programs.

Technical/Functional skills:

- Excellent written and verbal communication skills, with the ability to craft compelling appeals and messages.
- Proven success in managing and growing annual giving programs.
- Ability to think strategically while managing day-to-day details of fundraising campaigns.
- High level of proficiency with donor management software (e.g., Raiser's Edge, DonorPerfect, Salesforce) and Microsoft Office Suite.
- Strong organizational, time management, and project management skills, and attention to detail.
- Ability to build relationships with donors and stakeholders.
- Knowledge of fundraising strategies, donor management, and cultivation techniques.
- Flexibility in schedule to work occasional nights and weekends.



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Other Requirements:

Other duties may be required as needed.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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