



## NOTRE DAME COLLEGE

### JOB OPPORTUNITY

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional and global responsibility.

<b>Title:</b>	Director of Annual Fund and Alumni Relations
<b>Reports To:</b>	Vice President for Advancement
<b>Department:</b>	Advancement
<b>Status:</b>	Full-time
<b>Classification:</b>	Staff
<b>Deadline to Apply:</b>	Until filled
<b>Start Date:</b>	Immediately

#### **Summary:**

The Director of the Annual Fund and Alumni Relations will establish a strong track record of developing and implementing an effective, comprehensive annual fund program. With the College's upcoming Centennial celebrations, the Director will have an integral role in strategizing, planning, and executing alumni programming in alignment with the goals and objectives of the Centennial Committee. The Director will work in partnership with Advancement colleagues and other campus community members to achieve the best results.

#### **Duties and Responsibilities:**

- Plan, develop and implement a strategic plan of action with objectives, timelines and evaluation plans for the Annual Fund and reunion campaigns, including identification, cultivation, solicitation and stewardship of constituents including alumni, parents and friends using direct mail and e-campaigns
- Organize and increase alumni engagement and attendance at Centennial events (three big events,) Homecoming, reunions and on-campus events. Recruit alumni to participate in mentoring, alumni speaker series, receptions, Alumni Ambassador program depending on their interest.
- Supervises the use of social media and stays current to improvements in the computerized systems and records that provide up-to-date reporting and tracking of annual fund operations.
- Works cooperatively with the Advancement department staff and interacts appropriately with other departments to enhance the success of the annual fund.

- Documents contacts with alumni, donors and friends in database.
- Seeks to be well integrated into the life of the College and its activities.

### **Experience and Qualifications:**

- BA degree and 3-5 years of successful annual fund experience.
- Strong, collaborative, energetic individual. Experience in higher education is a plus.
- Knowledgeable of Donor Perfect or similar CRM and Microsoft Office products.
- Excellent verbal and written communication skills
- Demonstrated commitment to and knowledge of NDC principles and mission
- Position requires excellent organization skills, project management skills and attention to detail.
- A result-oriented person who demonstrates the ability to work well with people of all levels, able to develop relationships with diverse constituencies and displays a keen recognition of best opportunities for success.
- Occasional evening and weekend work required

Nestled on 48 scenic, wooded acres in a suburb just 25 minutes from Cleveland, Notre Dame College offers a blend of quiet campus life and big city adventure. Home to some of the country's best restaurants, medical facilities, museums, sports teams, and amusement parks, Cleveland is an affordable city with major appeal.

HOW TO APPLY: Please send a resume, and cover letter to: [careers@ndc.edu](mailto:careers@ndc.edu). Candidates will be interviewed by appointment through Zoom, Microsoft Teams, or at the South Euclid, Ohio campus. Only candidates who meet all of the specified criteria will be invited to interview