



DOWLING CATHOLIC HIGH SCHOOL JOB DESCRIPTION

Position: Alumni Engagement Manager
Department: Advancement
Reports To: Director of Advancement, Julie Bell jbelle@dowlingcatholic.org or 515-225-3000
FLSA: Exempt
Salary Range: \$55,000 - \$60,000 Annual, Excellent Benefit Package

Position Purpose:

The Alumni Engagement Manager will work with the Director of Advancement to develop strategies to raise the profile of Dowling Catholic High School in greater Des Moines by believing in and supporting the mission statement. The Alumni Engagement Manager will be responsible for expanding fundraising activities, donor relations and stewardship.

Mission Statement:

Dowling Catholic High School is committed to serving the Greater Des Moines Catholic community and embracing learners of all faiths. In an environment that is faithful, caring and dedicated, Dowling Catholic forms each student to become a Christ-centered leader.

Primary Responsibilities:

- Work with Director of Advancement to develop and assess annual advancement plan to meet goals and objectives
- Manage annual fundraising activities with primary focus on the annual appeal campaign
- Manage pipeline development, utilizing prospect research
- Develop and manage all alumni class year and special interest reunions, including Homecoming
- Manage Athletic Hall of Fame & Alumni/Young Alumni Award Recognition
- Collaborate with Marketing & Communication Manager on social media fundraising initiatives
- Develop and lead a comprehensive stewardship program for donors and prospects to annual appeal, major gifts and special projects, which includes planning and managing the President's Council Dinner and Christmas Luncheon

Hiring/Education Requirements:

- Bachelor's degree and 3-4 years of development and fundraising experience (Catholic school experience a plus K-12 or college)
- Previous professional experience raising gifts over \$25K
- Previous experience leading and inspiring a team
- Professional experience with social media related to fundraising
- Knowledge of pipeline building and the ability to generate a successful process for fundraising efforts
- Successful experience in major gifts solicitation/stewardship practices/planned giving/ event and volunteer coordination
- Strong technology skills acquired through knowledge of fundraising software and miscellaneous tools. Raiser's Edge NXT experience a plus
- Excellent interpersonal skills
- Prospect research experience preferred
- Some travel required

Physical and Environmental Requirements:

- Physical requirements include sitting, talking, listening, reading, writing, and keying/finger dexterity
- Ability to lift 25 lbs
- Environmental requirements including working indoors