

Director of Annual Giving

Position Type: Administration/Director

Date Posted: 6/25/2026

Location: Saint Ignatius High School

About the Position: Saint Ignatius High School, a highly successful Jesuit college preparatory school for boys in Cleveland, Ohio, is seeking an experienced, knowledgeable and energetic Director of Annual Giving. The Director of Annual Giving will identify, cultivate, solicit, close and steward Saint Ignatius High School and Welsh Academy Annual Fund donors. In addition, the Director will generate annual revenue for the operating budget through direct mail solicitations, events, various communication programs, individual meetings and a data-driven, analytical approach.

This full-time position offers a competitive salary, excellent benefits, and an outstanding work environment. Saint Ignatius was recognized by NorthCoast 99 as one of Northeast Ohio's Top Workplaces in both 2024 and 2025.

Key Responsibilities

- Work closely with the Vice President Institutional Advancement and Director of Development to develop and position annual giving goals and priorities consistent with the school's operating needs and mission.
- Manage the annual giving program and Wildcat Ohio Tax Credit Fund programs. Coordinate all necessary tasks to meet operating budget goal. Analyze results, revise plans, and implement new programs as needed. Write and produce solicitation letters, program brochures, e-mail blasts, articles for publication and all annual fund printed materials.
- Working with the Director of Development, serve as manager for a portfolio leadership level donor prospects (\$1,500 or more) using a Moves Management process. As a key member of the advancement team, work with the president, Vice President of Institutional Advancement, Director of Development, major gifts team and other staff to identify, qualify, cultivate, solicit and steward leadership gifts among the alumni, parents and friends of the school.
- Oversee a strategy to grow the number of 1886 Society annual fund donors and Young Alumni 1886 Society members by acquiring, retaining, and upgrading donors.
- Work effectively with colleagues to maintain a donor-centered approach while promoting annual giving with major and planned giving prospects
- Conduct regular analysis and review of Annual Fund performance metrics. Generate appropriate reports and data for Advancement Department.
- Conduct various Annual Fund outreach and stewardship events throughout the year including Giving Day, Alumni Challenge, texting, and others to be determined throughout the year.

- Oversee reunion-based fundraising program (in conjunction with the Alumni Challenge) in close collaboration with the Director of Alumni Relations. Determine strategy, recruit volunteer leadership, and monitor class progress to ensure Reunion financial goals are met.
- Work with Communications Department to implement Annual Fund messaging and call-to-action in school outlets, including email, social media, print media, etc.
- Enhance the school's use of digital marketing (email, websites, social media) and analytics to improve segmentation and messaging and to create a personal and positive experience for donors.
- Collaborate with Director of Parent Programs to develop a formal parent annual giving program and identify potential leadership donors within the current parent community.
- Working with the Director of Donor Relations, appropriately acknowledge all gifts to the annual fund in a meaningful, creative and personal way. Enhance and ensure special recognition and gift acknowledgement programs for 1886 Society members.
- Conduct 3-5 meetings per month with Annual Fund donors, with focus on leadership donors/prospects. Maintain complete and timely records of contacts with donors/prospects.
- As a member of the advancement team, the annual fund director is available to assist at all special events and attends a limited number of alumni receptions in Cleveland and around the country.
- Interact with other school administrators, faculty and staff to consult on school needs to assist in meeting strategies with donors/prospects.
- Maintain and monitor the annual fund budget.
- Stay abreast of annual giving best practices, industry trends, and emerging technologies.
- Cultivate a professional network of colleagues at other institutions to serve as a resource for new ideas.

Qualifications

- Bachelor's degree
- Three to five years of professional development experience, including a successful track record with direct mail, data analysis, and individual gift solicitation
- Experience with Raiser's Edge/NXT or a similar CRM is preferred
- Willingness to travel and work nights and weekends
- Must have strong communication skills, both in writing and speaking
- Ability to maintain effective working relationships with donors, volunteers and staff
- Understanding of and commitment to the mission of Jesuit and Catholic education

Our Workplace:

Praise, reverence and service should mark the relationship that exists not only between teachers and students, but among all members of the school community. Ideally Jesuit schools

should be places where people are believed in, honored and cared for; where the natural talents and creative abilities of persons are recognized and celebrated; where individual contributions and accomplishments are appreciated; where everyone is treated fairly and justly; where sacrifice on behalf of the economically poor, the socially deprived, and the educationally disadvantaged is commonplace; where each of us finds the challenge, encouragement and support we need to reach our fullest individual potential for excellence; where we help one another and work together with enthusiasm and generosity, attempting to model concretely in word and action the ideals we uphold for our students and ourselves.

About Saint Ignatius High School:

Saint Ignatius High School, which opened its doors September 6, 1886, is a Jesuit college-preparatory school. The school enrolls more than 1,400 young men who hail from 92 cities in an 11-county region. Located in close proximity to downtown Cleveland in the vibrant and energetic Ohio City neighborhood, the school occupies 25 acres and includes 20 buildings and three athletic fields. The school has 114 faculty members, 89 percent of whom hold advanced degrees. Fifty-six percent have spent 10 years or more teaching at Saint Ignatius.

Saint Ignatius is also home to The Welsh Academy, a middle school for boys from local families of modest economic means, founded in 2019. The academy enrolls more than 60 boys in grades 6-8 and occupies Kesicki Hall on campus.

Academically, Saint Ignatius is a regional and state leader in National Merit finalists. To challenge students and prepare them for college, the Saint Ignatius curriculum offers 17 Advanced Placement (AP) and 21 honors subjects. In September 2009, the school was designated a Blue Ribbon school by the U.S. Department of Education.

A Saint Ignatius education prepares students to become competent, concerned and socially responsible members of their communities. With a motto of Men for Others, there is a prime concern for the development of Christian values among all students. Part of the Saint Ignatius student experience includes the promotion of faith in the service of justice.

Applicants with Disabilities

As an equal opportunity employer, Saint Ignatius High School is committed to a diverse workforce. In order to ensure reasonable accommodation for individuals protected by Title I of the Americans with Disabilities Act of 1990 (as amended), applicants that require accommodation in the job application process may contact the Human Resources Office at 216-651-0222 for assistance.

Salary Range: \$75,000-\$85,000 annually