



# BC HIGH

1863

**Updated: June 2022**

**Position: Associate Director of Annual Giving**

Department: Advancement

Reports to: Senior Director of Alumni/Family Engagement & Annual Giving

**Summary**

Boston College High School seeks a creative, energetic, and experienced professional to join a team where trust, authenticity, innovation, and collaboration are valued and nurtured. The Associate Director of Annual Giving will play a key role in BC High's historic comprehensive campaign by creating a highly dynamic digital annual giving program to engage the schools extraordinarily passionate and committed community of alumni, students, families, faculty, staff, and friends. This role will manage a portfolio of leadership annual donors.

The Associate Director of Annual Giving serves as a key member of the Advancement team by developing robust digital annual giving campaigns and managing annual giving programs for BC High. With guidance from the Senior Director, the Associate Director will design a comprehensive program to identify, engage, solicit, and steward alumni, parents of current students, parents of alumni, and grandparents. Key measures include increasing participation for the Fund for BC High, and donor retention by deepening relationships with all members of the community.

**Primary Responsibilities**

- Under the guidance of the Sr. Director, design and implement an annual fundraising plan for BC High with a special focus on digital campaigns to increase participation for The Fund for BC High
- Cultivate, solicit, and steward a portfolio of 125 leadership annual giving prospects
- Conduct donor visits (primarily virtual) with parents and alumni to meet monthly activity goals
- Create new digital annual giving programs including but not limited to: giving days, recurring gift campaigns, crowdfunding, etc.

- Collaborate with Major Gifts team, Advancement Services, key parent and alumni volunteers to build a pipeline of major gift donors
- Manage BC High's Parents Association (BCHPA) Parent Giving Committee and recruit, train, motivate, and partner with our Parent Board to educate our families on the importance of philanthropy. Activities can include digital communications and coordinating individual peer-to-peer outreach.
- Create reports using data analytics to drive our overall digital fundraising strategy.
- Represent Advancement as needed in broader School programs.
- Other duties as assigned; some travel and weekend/evening work is required.

**Qualifications:**

- Bachelor's degree and 3-5 three years of professional front-line fundraising experience with demonstrated working knowledge of industry best practices preferred.
- Ability to write and speak persuasively; excellent interpersonal skills and a sense of humor is required.
- Exceptional organizational and time management skills required.
- Proficiency in the use of Microsoft Office, digital communication tools, and databases is required. Proficiency in Raiser's Edge fundraising software is preferred.
- Ability to work both independently and collaboratively; ability to handle multiple projects with high attention to organization and detail; ability to travel and work outside of regular business hours when necessary.
- Experience in events and/or volunteer management strongly preferred.
- Applicants with diverse backgrounds/experiences are encouraged to apply. BC High is an equal opportunity employer.