



**La Salle College High School
Director of the Annual Funds
Wyndmoor, PA**

<https://www.lschs.org/>

THE INSTITUTION

La Salle College High School, a Catholic, independent, college preparatory school for young men of varied backgrounds, is conducted in the tradition of St. John Baptist de La Salle. Through a broad and balanced, human, and Christian education, La Salle College High School guides each student in the development of his unique God-given talents and fosters a commitment to academic excellence, service, and leadership.

For additional information about La Salle College High School, please visit <https://www.lschs.org/>.

THE POSITION

Reporting to the Vice President for Institutional Advancement, the Director of the Annual Fund will have the primary responsibility for the overall management of Annual Giving including the Alumni Annual Funds, Parent Annual Fund, Board of Trustees Appeal and the management of the PA EITC/OSTC Program. The Director will be responsible for establishing a fundraising plan that will include strategies and programming to engage our Alumni and Parent donor bases. The Director of the Annual Fund is responsible for promoting and building a culture of philanthropy within the La Salle community and increasing participation amongst all constituent groups.

Specific Responsibilities

- Work closely with the Vice President of Institutional Advancement on the planning, budgeting and execution of the Annual Funds appeals.
- Develop a comprehensive Annual Giving appeal plan including a calendar of activities and events, prospect segmentation efforts, donor stewardship, volunteer engagement, data analysis and appeals evaluation and progress reports.
- Design, implement and execute multi-channel Annual Giving appeals which include mailings, email, ads, social media and other promotional materials to increase sector participation rates and dollars raised.
- Analyze giving trends and responses to media efforts and be able to adjust solicitation strategy as needed.
- Recruit, train and engage parent volunteers for a Committee for the Parent Annual Fund.
- Recruit, train and engage Alumni volunteers for Reunion giving for the Alumni Annual Fund.

- Manage the reporting and document filing with Pennsylvania Department of Economic Development (PDECD), Business Leaders for Catholic Schools (BLOCS) and Foundation for Catholic Education (FCE) for the EITC program.
- Work in conjunction with the Business Office with the dissemination of K-1 documents for EITC SPE participants.
- Manage a portfolio of 50-75 personal prospects and donors for stewardship and solicitations.
- Attend and assist at Stewardship, Alumni and Parent events as needed.
- Performs other duties as assigned.

Competencies Required

- **Professional Knowledge:** Experience with the design, management, documentation, and maintenance of Blackbaud databases (primarily Raiser's Edge and RE NXT) including proficiency with queries and reports.
- **Responsiveness:** Delivers accurate, substantive, and timely responses to requests for information and feedback. Demonstrates dependability and consistently follows up with others to ensure responsibilities are met.
- **Adaptability & Initiative:** A proactive, flexible team member who adapts to the changing needs of the Advancement office. Actively contributes expertise and knowledge toward shared goals, working effectively both independently and collaboratively. Self-motivated and driven to create value and achieve outcomes.
- **Relationship Building:** Builds and maintains positive, productive relationships with Alumni, parents, colleagues and other stakeholders to foster a supportive and collaborative environment.
- **Decision Making:** Evaluates information, analyzes options, and chooses the best solutions to solve problems.
- **Exceptional Communication Skills:** Exhibits exemplary interpersonal skills, engaging effectively with colleagues. Communicates information clearly and listens actively, asking insightful questions. Demonstrates excellent written and oral skills.
- **Critical Thinking:** Assesses strengths and weaknesses of various approaches to problems, applying analytical skills to identify the best solutions.
- **Organizational Proficiency:** Prioritizes work efficiently to meet deadlines and maximize productivity. Displays strong organizational skills, attention to detail, and the ability to manage multiple responsibilities effectively.
- **Technical Competencies:** Proficient in Microsoft Office, with a willingness to learn and stay current in the field of database administration and prospect research.

Qualifications

- Interest in independent Catholic school education and alignment with the mission and values of La Salle College High School.
- Minimum two years of fundraising experience with a preference for Annual Fund experience in a school.
- Excellent verbal and written communication skills with demonstrated ability to communicate information to the public.
- Strong organizational, project management, and interpersonal skills and the ability to prioritize and manage multiple tasks simultaneously while adhering to deadlines.
- Experience with Raisers Edge NXT, Microsoft Office Suite, Venmo, Canva, fundraising platforms such as FlipCause, and social media.
- Proven ability to work with volunteers on fundraising appeals.
- A team player that has a passion for and commitment to achieving excellence in all aspects of the mission while fostering a high level of respect for colleagues.
- People-oriented with a natural and innate desire to connect and build relationships.
- Bachelor's degree required.
- Available to work occasional evenings and weekends as needed and the ability to travel if required.

EQUAL EMPLOYMENT OPPORTUNITY

La Salle College High School is committed to an equal employment opportunity policy in all aspects of employment and does not discriminate or tolerate discrimination on the basis of race, color, gender, pregnancy, national origin, citizenship, age, marital status, handicap, or disability, veteran status, sexual orientation, or on any other characteristic protected by law. Equal employment opportunity will be extended to all persons in all employment practices and decisions of La Salle College High School including recruitment, hiring, promotion, job assignment or reassignment, transfer, compensation, discipline, termination, access to benefits, training, and other terms and conditions of employment.

La Salle College High School seeks candidates of diverse backgrounds and experiences to enhance our school community. La Salle is committed to fostering and cultivating a culture that values diversity, equity, inclusion, and belonging in our student body and staff.

For inquiries, nominations, and applications, please contact:

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