

Verbum Dei High School Job Description

Title: Donor Outreach Officer

Department: Mission Advancement

Position Summary: The Donor Outreach Officer is a hands-on proactive, creative role in the identification, cultivation, solicitation and stewardship of individual donors of Verbum Dei High School. This position is responsible for developing, maintaining and working a portfolio of donors and prospective donors for, but not limited to, annual giving. This position supports all fundraising activities of the organization and coordinates all aspects of fundraising, student phone-a-thons, employee campaigns, and planned giving.

Responsibilities:

- Fundraise and Donor Stewardship
- Design, implement and update a comprehensive Annual Giving fundraising strategy to meet or exceed the objectives of the Mission Advancement fundraising plan
- Develop and manage an active donor stewardship plan
- Manage the Planned Giving Program
- Facilitate the Eagle Advancement Club (phone-a-thons)
- Maintain accurate records of communication with donors
- Schedule and conduct campus tours
- Other duties as required

Requirements:

- 3-5 years' experience in a nonprofit fundraising with a history of building donor relations
- High energy, entrepreneurial spirit and passion for the mission of Verbum Dei High School
- A track record of delivering superior results
- Strong interpersonal skills and desire to be a part of an intimate team
- Excellent communication skills both written and oral
- Proficiency with MS Word, Excel, PowerPoint

To apply: Send resume and cover letter to Stephanie Andrade at sandrade@verbumdei.us
No phone calls please.

Note: The above statements are intended to describe the general nature and level of work being performed. This is not intended to be an all-inclusive list of all duties, skills and responsibilities required in this position.