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### **Our Mission:**

We are a Catholic high school in the Holy Cross Tradition. We celebrate our diversity, value each person and welcome one another with the hospitality of Christ. As a family of learners, anchored in gospel values, we empower each other to grow spiritually, develop intellectually and reach out in service to others. Within an innovative and orderly learning environment, we are committed to challenging each student in both heart and mind to be a compassionate individual, a lifelong learner, and a responsible steward of God's creation.

### **Position: Relationship Manager – Major/Planned Gifts**

### **Reports to: Vice President for Institutional Advancement**

**Position Summary:** The Relationship Manager is responsible for organizing and managing a portfolio of donor and prospective donors to provide mission-critical support and endowment building for Archbishop Hoban High School projects and priorities. As the primary relationship manager, position will to coordinate all activities to identify, qualify, cultivate, solicit and steward a portfolio of major donor and planned giving prospects with the potential to make sacrificial-level gifts from constituents including alumni, parents and friends of the school. This position will also facilitate and steward the “Heart of Hoban” legacy society to ensure the continued growth and sustainability of the Hoban Trust Fund endowments.

### **Position Responsibilities:**

- Develop and implement effective major and planned giving strategies to increase unrestricted gifts, donor designated gifts or endowment giving.
- Implement major/planned giving fundraising best practices while adhering to the highest ethical and professional standards of charitable gift planners.
- Organize and direct the process of major/planned giving donor management through identification, qualification, cultivation, solicitation, recognition and stewardship of donors with capacity to make significant gifts.
- Implement and solicit support for financial aid and outright gifts in support growth of the endowment to assist the School in meeting its mission of providing affordable, excellent education in the tradition of Holy Cross.
- Regularly identify, cultivate and solicit alumni, friends and parents for gifts to the Hoban Trust Fund (endowment) via a robust solicitation calendar with methods including but not limited to face-to-face meetings, discovery calls, social media, proposal writing, marketing and personal solicitation of major and planned gifts.
- Track and report on the effectiveness of all solicitations by donor type while utilizing a moves management strategy of donor-centered engagement activities.
- Work with the board of directors and Advancement committee to secure their personal annual gifts, as well as leadership giving to special campaigns and planned gifts.

- Identify and nurture relationships with agents of wealth including estate attorneys, retirement planners, financial advisors and others to promote Wills, bequests and other deferred charitable gift options.
- Work with the board of directors and Advancement committee to secure new major donors to the school from each board member's unique spheres of influence.
- Budget for yearly donor cultivation, solicitation, and recognition activities, as well as seminars or other educational and marketing resources.
- Work with school leadership including president and principal on strategies for identifying new major donor prospects from current and former parents/families.
- Facilitate on-campus activities, such as the annual Endowment Scholarship Luncheons, to bring alumni and interested individuals to campus for fellowship, personal enrichment, and continuing education.

#### **Qualifications & Special Skills:**

- Bachelor's degree required, Master's degree preferred. CFRE or CFRM highly recommended.
- Must be able to work as part of a team and manage multiple tasks, details, and support staff yet be able to be self-directed and act independently when warranted.
- Excellent writing, communication, presentation and organizational skills; ability to multi-task and set priorities and goals.
- 3-5 years of experience in major giving and planned giving in an education environment or other equivalent non-profit environment.
- Demonstrated track record of major and planned gift fundraising success.
- Ability to represent Archbishop Hoban High School and the Office of Institutional Advancement professionally.
- Must be capable of working with sensitive information with complete confidentiality.
- Must be flexible with work schedule and available to work weekends and evenings, as necessary. Regional and national travel required.
- Ability to respond with sensitivity and awareness to those with diverse cultural, ethnic, social backgrounds, values, attitudes and languages.
- Computer literate with a solid knowledge of word processing, spreadsheets, and knowledge and experience with donor management software; Raiser's Edge experience highly preferred.
- Social media knowledge, experience, and understanding is highly desirable.
- Knowledge, understanding, and appreciation of the Holy Cross traditions is valued.

#### **Benefits & Compensation:**

A competitive compensation package will be offered for this position based upon the candidate's education, skills, experience, and potential for contribution toward the success of Archbishop Hoban High School. This position includes a comprehensive benefits package that is effective date of hire. Package includes; medical/dental/vision/life insurance/vacation-sick-personal time/401k/401k match and additional 5% contribution/on-site workout facility. Archbishop Hoban High School offers a great team environment and opportunities for professional and spiritual growth.

We fully respect the need for confidentiality of information supplied by interested parties. No references will be contacted until a mutual interest has been established.

We invite qualified candidates to consider becoming part of our community by completing an online application at [www.hoban.org](http://www.hoban.org) and to include a cover letter and resume by October 17, 2021.