

**Job Posting for the 2019 – 2020 Academic Year:**  
**Associate Director of Alumni Engagement and Annual Fund**

Andrean High School is a Roman Catholic, co-educational high school, sponsored by the Diocese of Gary, Indiana, located in Northwest Indiana. Founded in 1959, Andrean has an enrollment of 415 students with a strong diverse student population. Andrean High School is an A-Rated School, and fully accredited by the North Central Association Commission on Accreditation and School Improvement Department of AdvancED.

**School Mission:** 59ers transform the world in positive, prophetic ways through faith, learning, leadership, and service.

**Position Opening:** Associate Director of Alumni Engagement and Annual Fund (Full-time)

**Contact:** Liz Metts, Director of Development

**Email:** lmetts@andreanhs.com

**Phone:** 219-887-5959 ext. 294

**Process:** **Application materials should be sent to:**  
Andrean High School, c/o Liz Metts, Director of Development, 5959 Broadway, Merrillville, IN 46410, or to: lmetts@andreanhs.com

**Application materials should include the following:**

- Cover letter and resume
- Contact information for three Professional References
- Copy of your transcripts and any certifications

**Qualifications:** Applicants must have the following:

- **Degree and Experience requirements:**
  - A minimum of five years of development experience, preferably with Catholic High School or non-for-profit organization;
  - Exemplary organizational, leadership and verbal and written communication skills;
  - Ability to maintain confidentiality;
  - Manage multiple competing priorities, adhere to strategic goals, and work as part of the Development Team;
  - An engaging demeanor capable of positive interaction with a varied constituency, including students, parents, alumni, donors, school faculty and volunteer leadership;
  - Proven skills in planning, implementation, and follow-through; able to articulate the school's fundraising vision and execute a plan that can sustain that vision;
  - Strong working knowledge of Raiser's Edge or similar fundraising database; and
  - Bachelor's degree required; CFRE or related certification a plus.
- **School Requirements**
  - Valid driver's license;
  - If applicable, candidate with be in good standing with current educational institution;
  - Practicing Catholic preferred;
  - Virtus trained (safe-environment) and is subject to expanded Diocesan background check.

**Application Deadline:** Applications will be accepted until May 10, 2019.

**Purpose and Scope**

The Associate Director of Alumni Engagement & Annual Fund reports to the Director of Development, and provides oversight and management for all alumni engagement and annual giving programs. This position is a key collaborator and resource for the head of development at Andrean High School. The Associate Director will be a key representative of Andrean High School for alumni and their families. As a key leader on the development team, the Associate Director will coordinate alumni engagement and align annual giving strategies with the overarching campaign goals for Andrean Vision 2024.

In cooperation with the Director of Development, the Associate Director will set strategies to strengthen and maintain engagement with alumni in order to support their affinity for and philanthropic giving to the school. The Associate Director will work in collaboration with the Development Operations & Database Coordinator to ensure that all giving strategies and data are kept up to date and accurate. S/he must have prior successful experience in alumni relations and annual giving.

**RESPONSIBILITIES**

The Associate Director of Alumni Engagement & Annual Fund will have the following primary responsibilities:

1. Work closely with the Director of Development to design and implement a strategic plan for the annual fund of Andrean High School.
2. In partnership with the Director of Development and the Director of Communications, develop a compelling Case for Support for the school's annual fund.

3. Coordinate an annual schedule of fundraising initiatives for the annual fund. Oversee all elements of direct mail, giving days, special events, and peer fundraising initiatives to build financial support for the annual fund, including the timeline, audience segmentation, delivery methods, and all follow-up.
4. Collaborate with the Director of Development on strategies to cultivate alumni, families and annual fund donors with major gift potential.
5. Cultivate high-end annual fund donors (\$1,000+) in a manner that aligns donor interests with school priorities and objectives.
6. In partnership with the Director of Development and the Development Operations & Database Coordinator, design and implement a strategic stewardship plan for Andean donors and alumni.
7. Evaluate and strengthen the annual fund's strategic plan, leading to an annual increase in philanthropic revenue.
8. Work closely with the Director of Development to design and implement a strategic plan for alumni engagement.
9. Build a culture of ongoing alumni engagement for the school, beginning with current students and families.
10. Effectively recruit, train, and provide direction and support for two alumni initiatives: Red & Gold Circles and Class Ambassadors.
  - Red & Gold Circles exist to fundraise for Andean High School through active solicitation for the annual fund, participation and fundraising for the Red & Gold Society Ball, participation in one the special events benefiting AHS, and through activities that engage their alumni circle and area of focus.
  - Red & Gold Circles: Executive, Science, Technology, Mission & Ministry, Engineering, Arts, Math & Business, and Athletics
  - Class Ambassadors are representatives of alumni classes of AHS, responsible for assisting with the coordination of class reunions and engaging their peers to fundraise for various funds and events, such as the annual fund, Andean Vision 2024, and annual alumni events (May Crowning, Senior Brunch, Homecoming, Christmas Eve Mass)
11. Regularly strategize and coordinate with the Director of Communications to schedule, prepare, and produce emails, invites, and other communication in support of Red & Gold or Class Ambassador events.
12. Support the Diocese of Gary mission, and Andean High School vision and four mission pillars of faith, learning, leadership and service; and follows the guidelines as established in the Diocese of Gary Employee Handbook and the Andean Employee Handbook; and
13. Attend department, all-school and Diocesan meetings, events and professional development as required by the Andean Administration.

- **Start Date:** On or after July 1, 2019
- **Salary Range:** Based on the Andean salary schedule, including years of professional experience
- **Reporting Relationship:** Reports to Director of Development

Andean High School is an equal opportunity employer. Qualified applicants are considered for all positions without regard to race, color, sex, national origin, age, ancestry, or the presence of a disability, which, with reasonable accommodation, does not impair performance of professional responsibilities. Being a practicing Catholic in good standing with the Catholic Church may be a requirement depending on the position sought.