



"To Reach and Teach the Mind, Body, Heart, and Soul of Each Child to Bring them Closer to God"

Position Title: Director of Development and Alumni Relations

Reports to: BHCS Governing Board

FLSA: Full-time, Exempt

Bishop Hoffman Catholic School is the sole provider of Catholic Pre-K through 12 education in Fremont and the greater Sandusky County, Ohio community. BHCS is a consolidated system consisting of three buildings on two campuses. The Sacred Heart Campus houses the Pre-K and K-5 buildings and the SJCC campus houses a combined Junior High Academy and High School. BHCS was formed by the consolidation of the parish schools of St. Ann, St. Joseph, and Sacred Heart Elementary, and St. Joseph Central Catholic High School. BHCS additionally services, and is supported by the students and parishes in the surrounding communities.

Position Overview:

The Development Office advances Bishop Hoffman Catholic School's mission by creating opportunities that invite financial support and investment in the school's ongoing programs and strategic priorities. The primary role of the Director of Development & Alumni Relations is to manage the fundraising efforts essential to the sustainability of BHCS. The Director is responsible for organizing the fundraising efforts and solicitations for the annual fund, major/planned gifts, capital gifts, priority projects of the schools and endowed gifts.

Key Responsibilities:

- Work individually and collaboratively to identify, cultivate, and solicit prospects and donors to meet the budgeted fundraising goals and increase charitable support.
- Engage prospective donors and supporters on a continual basis to establish effective communication.
- Management of current and prospective electronic donor databases.
- Coordinate with the Business Manager to process gifts and record donations.
- Collect testimonials for social media and website promotion, write appeals, and manage gift acknowledgements.
- Identify and cultivate relationships with granting organizations and manage grant processes.
- Correspond with constituents and acknowledge their individual accomplishments and life milestones.
- Create and edit the Voice newsletter; write articles, format, and communicate important alumni and school information to alumni and friends.



"To Reach and Teach the Mind, Body, Heart, and Soul of Each Child to Bring them Closer to God"

Key Responsibilities (continued):

- Speak and present at relevant functions, travel as required.
- Provide timely reports to the Head of School and Governing Board on progress of development goals.
- Serve as chief liaison to the SJCC Alumni Association, which serves the alumni of the Bishop Hoffman Catholic School, SJCC High School.
- Provide administrative and logistical leadership for all alumni related campus events.
- Promote school and alumni activities through a variety of communication vehicles: invitations, School website, social media, eblasts and newsletters.
- Manage event follow up: acknowledgements, reconciliation and reporting, and post-event wrap.
- Develop programs to connect donors with students receiving tuition assistance.

(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Additional duties may be assigned when required.)

Job Requirements:

- Previous experience in non-profit development, event management
- Exceptional verbal and written communication and presentation skills
- College degree, masters in nonprofit management and or education a plus
- Excellent professional communication skills
- Collegiality and positivity
- Catholic preferred