



Cretin-Derham Hall

Co-sponsored by the Sisters of St. Joseph of Carondelet and the Brothers of the Christian Schools

JOB DESCRIPTION

Job Title: Director of Annual Giving	Employment Status: 1.0 FTE – 12 months
Department: Advancement	FLSA Status: Exempt
Reports to: Vice-President for Advancement	Prepared By: Human Resources
Direct Reports: none	Date: April 2025
Salary Range: \$70,000 to \$80,000	

Cretin-Derham Hall is a Catholic co-educational high school serving 800+ students in grades nine through twelve. Co-sponsored by the Sisters of St. Joseph of Carondelet and the Brothers of the Christian Schools, Cretin-Derham Hall is committed to Christian values and academic excellence. We educate young men and women of diverse abilities, cultures, and socioeconomic backgrounds for opportunities in post-secondary education. We are committed to the values of Catholic, Academic Excellence, Leadership, Community, Service, Diversity, and Equity.

Position Summary

The Director of Annual Giving will work with the Vice President for Advancement to create and execute a comprehensive year-round fundraising plan for the annual fund. The fundraising plan will include goals and strategies that aim to build and engage our donors.

Essential Functions

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee in this position. Activities, duties, and responsibilities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Manage the Annual Appeal and the CDH Fall and Spring Appeals (Give Day, Beyond the Books, etc.)
- Work closely with Vice President for Advancement to develop donor engagement and stewardship strategy
- Develop strategic fundraising achievement plans that include goals, priorities, outcomes, action steps, and timetables
- Develop a communication plan for solicitation
- Work closely with the Communications department on donor profiles, Annual Report, Online Giving, and Link
- Manage a portfolio of potential donors
- Collaborate with the Director of Finance and the Advancement Database & Operations Manager to develop and implement a system for processing donations
- Assist with alumni special events
- Thank you stewardship to all donors \$1-\$999
- Coordinate student awards for Spring Honor Ceremony
- Book of Remembrance

Competencies

- Proficiency in Microsoft Office, Google Workspace, Blackbaud Raiser's Edge and other position-specific software programs
- Excellent verbal and written communication skills
- Proven attention to detail, time management and problem-solving skills
- Commitment to the highest professional and ethical standards
- Ability to effectively and tactfully communicate with various constituencies including students, faculty, staff, families, alumni and vendors

Supervision

This position reports to the Vice President for Advancement. Day to day supervision will be minimal with assistance as needed and regular meetings to review project status and priorities.

Work Environment

This position operates in a professional office environment and routinely uses standard office equipment, including but not limited to computers, printers, phones, copy machines, and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to verbally communicate with others.

This is primarily a sedentary role, which requires the employee to sit at a desk for consecutive hours at a time using a computer and other office equipment. Additional physical requirements include occasional walking, bending, crouching, reaching, and lifting.

Expected Hours of Work

Typical work days and times for this position are Monday through Friday, 8:00 AM-4:00 PM. Evening and weekend work will be required as job duties demand.

Required Education and Experience

All employees of CDH are required to successfully complete the "Essential 3" requirements set forth by the Archdiocese of St. Paul and Minneapolis prior to beginning their employment. Employees must remain in compliance with these requirements throughout their employment at CDH.

- Bachelor's Degree
- A minimum of five years of professional experience in Advancement or related field

Compensation

The salary range for this position is \$70,000 to \$80,000.

CDH offers a comprehensive benefits package that includes:

- Paid time off
- Insurance plans for individuals, spouses and families with employer premium contributions:
 - Multiple health insurance plan options, including HSA plans
 - Dental
- Employer-paid Life/AD&D and long term disability insurance
- Employee-paid additional insurance plans for individuals, spouses and families:
 - Vision
 - FSA
 - Critical Illness
 - Accident
 - Voluntary Life/AD&D
- 403(b) and defined benefit retirement plans (employee and employer contributions)
- CDH tuition remission

To apply, please send resume and letter of interest to Regan McCormack, Human Resources Manager, at rmccormack@c-dh.org. Applications will be accepted through the end of the day on Thursday, May, 15, 2025.