

Annual Fund Manager

The Cathedral Preparatory School, Villa Maria Academy & Mother Teresa Academy Annual Fund Manager will report to the VP of Advancement. This position will be responsible for assisting with annual fund efforts.

Responsibilities:

- **Collaborate with the Asst. VP of Advancement and VP of Advancement to facilitate and execute annual giving communications, including direct mail pieces and electronic solicitations.**
- **Coordinate with the Advancement Services Manager to pull data for queries, set up segmentations, etc.**
- **Review data to determine target ask amounts.**
- **Assist with the planning of Giving Day which includes handling donations the day of Giving Day.**
- **Support the Asst. VP of Advancement and VP of Advancement in achieving goals for the Annual Funds including phone and in-person donor solicitations.**
- **Manage the data for the Annual Report of Gifts**
- **Identify potential donors through research using Research Point/Raiser's Edge**
- **Performs other job-related duties as assigned by Asst VP and/or VP of Advancement.**

Qualifications:

- **Bachelor's degree in communications, marketing, public relations, or related field**
- **Proficient in Excel and databases**

This is a full-time position with benefits (medical, dental, and vision as well as a matching retirement program). Salary commensurate with experience.

Mrs. Lauren Varner, VP of Advancement, at Lauren.Varner@prep-villa.com or Mr. Steve Piotrowicz, Asst. VP of Advancement, at Steve.Piotrowicz@prep-villa.com or mail to:

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