

XAVIER
HIGH SCHOOL
Office of Advancement

Founded in 1847, Xavier High School is an academically rigorous, Catholic, Jesuit, college preparatory school in New York City that educates intelligent, motivated young men of diverse backgrounds and means. Xavier teaches students to take responsibility for their lives, to lead with integrity, to act justly in service of others, to pursue excellence in every endeavor and to deepen their relationship with God. Ultimately, Xavier forms young men who will go forth to transform the world for God's greater glory.

Xavier High School seeks an Assistant Director of Annual Giving.

We're looking for a **digitally fluent, strategy-minded, relationship-builder** to join our Advancement team as the Assistant Director of Annual Giving. This role blends **creative digital marketing, data analytics, volunteer management, and community engagement** to grow philanthropic support—especially among young alumni and students.

You'll help design multi-channel fundraising campaigns, manage peer-to-peer outreach tools, lead reunion and senior gift efforts, and shape new digital strategies that move the mission forward. This is a great opportunity for someone early in their career who is:

- Excited about using technology to mobilize communities
- Comfortable working across platforms (email, social, texting, analytics tools)
- Motivated by measurable growth and meaningful impact
- Looking to advance quickly and take ownership of initiatives

You'll report to the Director of Annual & Planned Giving and collaborate closely with colleagues on the Advancement team as well as Communications and Marketing.

Title: Assistant Director of Annual Giving

Department: Advancement

Reports to: Director of Annual and Planned Giving

Position Type: Year-round, full-time exempt

Salary Range: \$70,000–\$85,000 per year

Benefits: Medical, dental, retirement

What You'll Do

Drive Digital Fundraising & Engagement

- Build creative, multi-channel fundraising campaigns using email, social media, texting, digital ads, webpages, and targeting strategies.
- Use analytics to track performance, test new approaches, and optimize results.
- Manage peer-to-peer texting platforms, creating authentic, personalized campaigns that inspire action.
- Coordinate connect-a-thon events and assist in crafting compelling approaches to community-wide outreach.

Lead Young Alumni Giving

- Develop fun, community-building strategies for young alumni, especially the 5th, 10th, and 15th reunion classes
- Recruit, support, and motivate volunteer class chairs and ambassadors using digital tools
- Set clear, attainable goals and track participation and giving in ways that excite alumni about collective impact and cultivate a joyful culture of giving

Boost Student Engagement & the Senior Gift Program

- Co-moderate the Senior Gift Committee and guide them in the process of choosing a direction for their gift and building a culture of giving among their classmates
- Help create social-forward content, gift matching challenges, and campaigns that resonate with Gen Z and Gen Alpha
- Co-moderate the Student Alumni Ambassadors (SAA) and help coordinate their support for major events, social content, and outreach

Collaborate & Elevate

- Work with Communications to create engaging digital storytelling content that spotlights emotional impact
- Support key Advancement events—including reunions, the Gala, Hall of Fame, Summer Tour, the Xavier 360 giving week, and annual young alumni programs, such as the Turkey Bowl Challenge, College Tour, and EXL affinity group events
- Continuously brainstorm new ways to reach audiences, streamline processes, steward donors, and improve donor experiences

What You Bring

Required

- Bachelor's degree
- Strong communication skills (writing, speaking, digital storytelling)
- Comfort working with data, dashboards, reports, and CRM systems
- Ability to motivate volunteers and build friendly, authentic relationships with people in different age ranges and constituencies groups
- Creative mindset, attention to detail, and a drive to innovate
- Willingness to work evenings/weekends for key events and travel occasionally
- Enthusiasm for the mission of Catholic, Jesuit education

Preferred Skills (Nice to Have)

- Experience in fundraising, digital marketing, community engagement, higher ed/student leadership, or related fields
- Experience with fundraising software, SMS platforms, or marketing automation
- Knowledge of independent school advancement
- Experience in reunion programming, peer-to-peer outreach, or student engagement
- Familiarity with social media management and content strategy

Working Conditions

- This is a full-time, five days per week, on-site position
- Regular evening and occasional weekend work required

To apply, please send a cover letter, resume, and three references to Mr. Brian McCabe, Director of Annual & Planned Giving, at mccabeb@xavierhs.org by May 8.