

Marian High School  
Omaha Nebraska  
The Marian Fund Director  
Job Description  
January 2022

**JOB TITLE:** The Marian Fund & Planned Giving Director

**REPORTS TO:** Vice President for Advancement

**JOB SUMMARY:** The Marian Fund Director is responsible for planning and implementing an annual giving program; including direct donor solicitations, direct mail, tele funding, prospect research, gift acknowledgement, tracking financial status, as well as working with and developing volunteers. The Marian Fund Director is charged with achieving the financial goal set forth by Marian's Board of Directors, which makes up the difference between the real cost of education at Marian and tuition revenue.

**ESSENTIAL JOB FUNCTIONS – Marian Fund**

- Develops overall short and long range plans for the Marian Fund, sets goals and objectives in line with the Advancement Plan for Marian, and manages the budget for Marian Fund activities
- Personally solicits leadership gifts from key volunteers and selected prospects
- Manages the direct mail program including creating collateral materials and written appeals for different constituents (solicitation letters, articles, emails, social media), and supervises the implementation and distribution of the materials
- Identifies, recruits, oversees, and motivates volunteer leadership in activities as they relate to the Marian Fund, and maintains timely communication for those volunteers
- Organizes and manages phone-a-thon fundraising efforts
- Produces annual stewardship correspondence with constituents and oversees acknowledgment of gifts and pledges
- Monitors goals and manages a reporting system that provides an analysis of the effectiveness of the program for Marian's Board of Directors, Finance Committee, and volunteer leadership
- Assists with all development events, activities and meetings

**ESSENTIAL JOB FUNCTIONS – Marian Society**

- Develops overall short and long range plans for the Marian Society, sets goals and objectives in line with the Advancement Plan for Marian, and manages the budget for Marian Society activities
- Personally solicit Marian Society Members
- Hold annual events to honor Marian Society Members

**KNOWLEDGE AND SKILLS**

- Organizational skills and ability to prioritize multiple tasks
- Demonstrated comfort level of meeting, organizing, and developing donor relationships
- Strong self-motivation and the ability to work as a team member
- Ability to maintain confidentiality
- Excellent interpersonal, oral and written communication skills
- Strong database and data analysis skills
- Enjoys problem solving, takes initiative, is a critical thinker, collaborative and creative
- Ability to be a good representative of Marian High School and the Advancement Department

**EDUCATION AND EXPERIENCE**

- Bachelor's degree
- Proven record of accomplishment in solicitations and cultivation of prospective donors or sales and client development is preferred

Full time position. Salary and benefits are dependent on experience and qualifications.