



## **Alumni Relations & Development Director**

### **School Overview**

Founded in 1961, Bishop Ready High School is a Catholic, co-educational, diocesan secondary school located on Columbus' west side. The school prides itself on a commitment to enhancing spiritual formation, academic distinction and social responsibility in the Catholic tradition to create an environment that fosters service to others.

Bishop Ready High School offers a college-preparatory curriculum with a wide array of co-curricular and athletic programs and promotes an atmosphere that encourages each and every student to participate fully in what is called "Ready Life": faith, academics, and service. Upon graduation, each student not only is prepared for the next step in their academic or vocational journey, they have a true understanding of the value of a living faith, the benefit of a comprehensive education, and the merit of service to others.

### **Position Overview**

Reporting to the principal, the alumni relations and development director will be responsible for providing leadership and vision to create and implement a multi-level plan for engaging key stakeholders – including alumni, past and current donors, and school families – through various development activities and alumni relations initiatives to ensure the financial sustainability of Bishop Ready High School for current and future generations. These include the annual fund, development and alumni events, and stewardship of large donors.

### **Essential Duties & Responsibilities**

Responsibilities of the alumni relations and development director include, but are not limited to:

- Preparation of annual fundraising goals and objectives
- Development and implementation of fundraising initiatives like the Annual Fund, scholarship support, capital and endowment giving, grants, and special events, like "A Knight to Remember" and the Alumni Hall of Fame Dinner
- Identification and cultivation of relationships with potential individual, corporate and foundation donors
- Manage alumni relations efforts, including the annual "Ready Report" alumni magazine
- Manage the daily activities of development operations such as gift processing, acknowledgements, reminders, etc.
- Preparation of monthly, quarterly and annual reports on giving for regularly-scheduled Advisory Board meetings and the greater Bishop Ready community
- Other duties, as assigned

## **Minimum Qualifications**

- A bachelor's degree is required. Professional development is strongly-encouraged to remain current in best practices.
- A minimum of three (3) years of experience in marketing, alumni relations and/or development is required. Experience with schools, Catholic schools and/or educational non-profit as well as event planning is preferred.
- Ability to communicate effectively in the written and spoken word; ability to maintain organization, multi-task and establish priorities. The ideal candidate will exhibit initiative, creativity, responsibility and flexibility and works well in a collaborative team environment.
- Ability to maintain highly confidential information.
- Proficiency in Microsoft Office Suite (Outlook, Word, PowerPoint) is required. Working knowledge of donor database and/or CRM platform is preferred.
- Some evening and weekend work is required. Must have a valid driver's license.
- Practicing Catholic preferred.
- Successful completion of mandatory background screening and VIRTUS "Protecting God's Children" course.

## **Compensation and Benefits**

Bishop Ready offers a full complement of benefits, including health, dental, vision, life, short & long-term disability and matching 403(b). Full-time benefits are according to Diocesan policy. A tuition discount is available for children who attend Bishop Ready High School. This is a year-round, at-will, non-contractual position.

## **How to Apply**

Interested candidates should submit a cover letter, resume and contact information for at least three professional references. Please combine all documents into a single PDF and email them to:

Theresa Vivona  
Associate Director of Advancement – Office of Catholic Schools  
[tvivona@columbuscatholic.org](mailto:tvivona@columbuscatholic.org)