



St. Charles Preparatory School

Donor Relations Officer

St. Charles
PREPARATORY SCHOOL

— BUILDING BETTER MEN —

Position Summary:

The Donor Relations Officer plays a crucial role in cultivating and maintaining relationships with Alumni, Alumni Parents, Current Parents and Friends/Benefactors to ensure ongoing financial support and engagement with St. Charles. This position is responsible for stewarding relationships with these constituents and for achieving specific goals for donor retention, acquisition and penetration. The Donor Relations Officer reports to the Director of Donor Relations and collaborates closely with fundraising and communications teams.

Key Responsibilities:

1. ***Donor Engagement and Cultivation:***
 - *Manage a defined portfolio of current and prospective donors, to be determined at the beginning of each fiscal year.*
 - *Build and maintain consistent relationships with donors through phone calls, emails, personal meetings and handwritten acknowledgements, with updates on the impact of their contributions.*
 - *Plan and execute all one on one meetings with donors, both on campus and off-site, within a defined budget.*
 - *Assist with strategies for donor engagement, cultivation, and stewardship.*
 - *Help identify opportunities to deepen donor engagement with our school's mission and programs.*

2. ***Database Management, Research and Identification:***
 - *Conduct research in our available software programs to identify potential new donors, while also qualifying and better understanding the interests and philanthropic priorities of our current donors.*
 - *Maintain accurate donor records in our Raiser's Edge database, and update records when necessary.*
 - *Track your engagement and stewardship activities in our Raiser's Edge database, with specific attention to detailing dates, phone calls, emails, meetings and general donor information*

3. ***Advancement and Development Events:***
 - *In conjunction with the Advancement Team, assist with planning and execution of donor events, both onsite and offsite, as well as events that occur during the school day and on evenings/weekends.*
4. ***Gift Processing and Acknowledgment:***
 - *Ensure timely and accurate processing of donations, pledges and planned gifts.*
 - *Acknowledge gifts promptly and appropriately with personalized thank you letters and receipts.*
5. ***Tracking and Reporting:***
 - *Maintain personal reports on donor retention, acquisition and penetration, including donor stewardship activities.*
 - *Analyze donor data to identify trends and opportunities for improvement in your donor engagement strategies.*

Qualifications:

- *Bachelor's degree in nonprofit management, communications, business administration, or a related field.*
- *Proven experience in donor relations, customer relations, fundraising, or related fields.*
- *Strong interpersonal skills and ability to build relationships with diverse stakeholders, while maintaining confidential records of donors and communications.*
- *Excellent written and verbal communication skills, including experience in crafting compelling donor emails and letters.*
- *Highly organized with strong attention to detail and ability to manage multiple projects simultaneously.*
- *Proficiency in donor management software (Raiser's Edge preferred) and Microsoft Office Suite.*
- *Experience with a functional CRM process and daily tracking of activities, conversations and general notes.*
- *Knowledge of fundraising principles and best practices.*

Attributes:

- *Passion for St. Charles Preparatory School and our mission and commitment to advancing its goals through effective donor relations.*
- *Team player with the ability to collaborate effectively across departments and functions.*
- *Flexible and adaptable to changing priorities and deadlines.*
- *Integrity, professionalism, and a commitment to ethical fundraising practices.*

About St. Charles:

St. Charles Preparatory School is an all-boys Catholic high school located in Bexley, Ohio, an interior suburb on the near east side of the city of Columbus. St. Charles was founded in 1923 by Bishop James J. Hartley with the express directive, our Founding Promise, that an exceptional education be provided to every young man willing to accept the challenge of studying at St. Charles, regardless of background or means. Originally established as a department of the St. Charles Borromeo Seminary College, the preparatory school maintained its mission as a college preparatory institution even after the college department closed in 1969. Over the course of a century, St. Charles has established itself as a distinctive leader in Catholic education, earning regional, statewide, and national recognitions for the quality of its education and the performance and contributions of its students, alumni, staff, and faculty.

Our Mission:

St. Charles is an all-boys college preparatory high school of the Diocese of Columbus, Ohio, that instills in its graduates the importance of prayer, faith, service, character and hard work in an environment that values diversity, accountability and excellence and that creates an enduring tradition of brotherhood.

Our Vision:

St. Charles Preparatory School will be nationally recognized as a premier pre-collegiate educational experience, developing young men for lives of contribution, service and leadership—consistent with the teachings of Jesus Christ in the Catholic tradition—by providing access for students of all backgrounds to the region’s best educators, curricula, programs and facilities.

Our Founding Promise:

St. Charles Preparatory School remains faithful to the century-old promise of its founder, Bishop James J. Hartley, that an exceptional education be provided to every young man willing to accept the challenge of studying at St. Charles, regardless of background or means.

Please send resume to:

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