



**Organization:** The Catholic Schools Foundation (CSF)  
**Position Title:** Annual Fund and Prospect Manager  
**Reports to:** Director of Advancement (DA)

**Details:** The Annual Fund and Prospect Manager reports directly to the Director of Advancement and manages CSF's robust annual fund. This person is responsible for creating and implementing a comprehensive, multi-channel annual fund initiative, conducting face-to-face and phone solicitations, coordinating direct mail fundraising, online fundraising, and stewardship. This position also conducts regular prospect research, including but not limited to, foundations, individuals, and corporate partners. This position maintains a personal portfolio of donors and prospects for stewardship and solicitation.

#### **Skills and Experience:**

The ideal candidate will be a self-starter, able to manage multiple projects concurrently with excellent written and oral communication, organizational and interpersonal skills. The ideal candidate will be highly skilled in MS Office and G-Suite and have database experience. Minimum five years of advancement or related experience. Raiser's Edge (RE) proficiency preferred.

#### **Responsibilities:**

##### Annual Fund

- Create and implement a strategic annual fund fundraising program based on donor segmentation and research, which includes but is not limited to: face-to-face and phone solicitation, direct mail, and online fundraising
- Maintain and steward a personal portfolio of donors and prospects.
- Coordinate schedule for all foundation giving, executing grant reports and proposals (new and existing)
- Analyze the effectiveness of various fundraising methods and messages; adapt future appeals accordingly
- Monitor and report consistently on the progress of annual fund results compared to goals
- Manage donor acknowledgment and stewardship
- Assist with processing pledges and making deposits

##### Research and Prospecting

- Design and implement a simple and enhanced processes for prospect review, moves management, and reporting in coordination with the Development Director and Data Manager using Raisers' Edge tools
- Ongoing execution and review of prospecting processes
- Integrate qualified new prospects into Raiser's Edge, segmenting accordingly
- Prepare and conduct regular weekly meetings with Executive Director and Development Director to ensure new prospects are moving through the donor life cycle aligned with Advancement goals
- Ensure prospecting and research program is flourishing and moves management is happening on a weekly basis

Full-time, exempt position. Schedule includes some weekends and evening events.

*The mission of the Catholic Schools Foundation is to change lives by providing families with demonstrated financial need an opportunity to give their sons and daughters a quality education, focused on Christian values and character formation at Catholic schools located throughout the Archdiocese of Boston, regardless of race, religion, ethnicity or gender.*

Interested candidates should submit cover letter, resume and compensation requirements to Sue Gartside at [sgartside@csfboston.org](mailto:sgartside@csfboston.org). No calls, please.