



About Reitz Memorial High School

Reitz Memorial is an inter-parochial Catholic High School operating under the auspices of the Roman Catholic Diocese of Evansville. Founded in 1925 to inspire and educate students to their highest potential, we combine academic excellence and a wide range of extracurricular activities in a supportive, family-like, Christ-centered, Catholic environment. The School has approximately 590 students with a student-teacher ratio of 14 to 1. Alumni, current and former parents, and benefactors all support Reitz Memorial through contributed revenue, endowment revenue, and events. In the fiscal year 2022, more than \$1 million was contributed as part of a \$6.8 million operating budget. The Memorial Annual Campaign has also seen growth over the past years, hitting a high of \$438,863 in 2021-2022.

Candidate Profile

The Director of Advancement and Alumni Engagement will be responsible for the advancement of the school in the areas of development and alumni relations. This position oversees all fundraising activities relating to annual giving, SGO giving, planned/major giving, special events and programs, donor relations/stewardship, alumni relations, constituent cultivation and other school related solicitations. Reporting to the President, the Director of Advancement and Alumni Engagement is a key member of the President's leadership team and ensures best practices are in place to advance the mission, values, and strategic goals of the school effectively and efficiently.

The Director of Advancement and Alumni Engagement will be responsible for the following:

- Providing oversight and management of the Assistant Director of Advancement and Coordinator of Alumni Engagement.
- Leading and managing all aspects of the Office of Advancement and Alumni Engagement, including the Memorial Annual Campaign, ECHS Fundraising Events, the Circle of Leaders, the Providence of the Holy Cross Society, Athletic Fundraising, and other fundraising, alumni relations, donor communication, and constituent relations efforts.
- Developing and implementing planned giving programs and increasing the number of bequests, trusts, charitable gifts annuities, and insurance programs.
- Maintaining a portfolio of major and planned giving donors to identify, cultivate, solicit, and steward through the major gift process.
- Interacting with administrators, department chairs, faculty, and advancement staff to consult on school needs; formulate proposal strategies and identify high-level donors.
- Maintaining a proactive, creative leadership role in cultivating and stewarding top donors.
- Supporting and collaborating with the President's Council, the Institutional Advancement Committee, and relevant board committees; assisting in development and implementation of strategic planning.
- Professionally writing and editing documents including grant applications, print materials, letters, articles, website news and digital news.
- Implementing a plan for communication with all constituencies.
- Managing the departmental budget ensuring appropriate allocation and usage of resources.



Preferred Qualifications

- Minimum five years progressive advancement experience or other relevant experience.
- Bachelor's degree in Business, Communications, Marketing, Education, or related field.
- Excellent verbal and written communication skills.
- Proficiency in Bloomerang or other donor databases, MS Office Suite, Google Suite Workspace, and have the ability to learn other software applications quickly.
- Capital campaign planning and implementation.

Compensation and Benefits

Reitz Memorial High School offers competitive salaries commensurate with experience. Benefits include health and life insurance, employer-matched retirement plan, generous vacation and sick leave, professional development opportunities and more.

Contact

To inquire about or apply for this position, please submit a cover letter and resume to Christian Mocek, President, at cmocek@evdio.org.