



CATHOLIC, COLLEGE PREPARATORY
SCHOOL FOR YOUNG WOMEN

MERCY HIGH SCHOOL

Farmington Hills, MI

INVITES APPLICANTS FOR THE POSITION OF

Annual Fund & Major Gift Associate

Join our highly committed team of Mercy educators who have a passion for Catholic education and a willingness to inspire our students to become “Women Who Make A Difference.”

MERCY HIGH SCHOOL

Mercy High School is a sponsored ministry of the Institute of the Sisters of Mercy of the Americas and is a member of Mercy Education. Compelled by our Catholic faith and the spirit of the Sisters of Mercy, Mercy High School is a premier college preparatory school that educates and nurtures young women of diverse backgrounds to excel academically, serve compassionately, and lead courageously. Our work embodies the Critical Concerns of the Sisters of Mercy: *Racism, Immigration, Women’s Issues, Care for the Earth and Non-Violence* and the Mercy Education Core Values: *Compelled by Mercy; Educational Courage; Inspired By Faith; Principled Leadership; Voice For Dignity and Respect*.

Mercy High School is composed of a racially, ethnically, and economically diverse student body of approximately 500 young women. Our commitment to diversity, equity and inclusion is reflected in our policies, curriculum, and extracurricular activities which align to the Sisters of Mercy Critical Concerns. We encourage a broadly diverse pool of applicants for all positions as we work intentionally to create a faculty and administration that reflects our student body.

POSITION DESCRIPTION

Annual Fund & Major Gift Associate

The Annual Fund and Major Gift Associate will spearhead efforts to grow the Annual Fund and provide support for major gift cultivation and stewardship. This position requires creativity, relationship-building skills, and a passion for Mercy High School’s mission and will report to the Director of Advancement.

KEY RESPONSIBILITIES

Annual Fund Campaign Leadership:

- Develop and implement comprehensive strategies to achieve Annual Fund goals.

- Collaborate with faculty, staff, parents, alumnae, and board members to engage them in the Annual Fund's success.
- Organize outreach initiatives, such as phonathons, class challenges, and volunteer-driven campaigns.
- Create and execute segmented appeals to various donor groups, including alumnae, parents, grandparents, and friends of the school.
- Partner with marketing and communications to design and distribute impactful campaign materials, emails, and social media content.

Donor Engagement and Stewardship:

- Build relationships with Annual Fund donors to ensure long-term support.
- Develop personalized acknowledgment and stewardship plans, including donor recognition events, thank-you calls, and impact updates.
- Work closely with the Director of Advancement to identify opportunities for Annual Fund donors to transition to major gift giving.

Major Gift Support:

- Assist in planning and executing donor cultivation and stewardship events.
- Collaborate on strategies to engage high-potential donors.
- Prepare materials, follow-up communications, and proposals to support major gift solicitations.

Additional Responsibilities:

- Work with school leadership and the Advancement Team to foster a culture of philanthropy within the Mercy community.
- Track campaign milestones and generate progress reports for the Director of Advancement and board members.
- Serve as an ambassador for Mercy High School, articulating its mission and values to inspire giving.
- Support the Advancement Department fundraising events such as, but not limited to: the Golf Outing, Reunion, Auction, Tea for Tuition, Open Houses and Senior Alumnae Breakfast
 - Some evening and weekend work required

QUALIFICATIONS

- Bachelor's degree in a related field (e.g., Communications, Marketing, Fundraising).
- Preferred 2+ years of experience in fundraising, development, or a related role, with an emphasis on annual giving campaigns.
- Excellent communication skills, both written and verbal.
- Creative and strategic thinker with the ability to work collaboratively and independently.
- Strong organizational skills and attention to detail.
- Commitment to Mercy High School's mission and values
- Ability to work with a team to accomplish goals

APPLICATION PROCESS

Interested candidates should submit a resume, cover letter, and three professional references to Maureen Duncan, Director of Advancement, at advancement@mhsml.org. Applications will be reviewed on a rolling basis.

Mercy High School is an Equal Opportunity Employer and considers all applicants for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider an applicant's religious affiliation in its employment decisions consistent with State and Federal law.