

**St. Thomas High School
Advancement Office
Annual Fund Coordinator/Grant Writer**

The Annual Fund Coordinator and Grant Writer will play a critical role in the success of the mission of St. Thomas High School. In this role, you will engage with current families, alumni and foundations throughout Houston in order to grow, renew, strengthen and upgrade constituent support.

St. Thomas High School

St. Thomas High School, an all-boys private, Catholic college-preparatory school for grades 9-12 in Houston, Texas is actively seeking to fill the position of Annual Fund Coordinator/Grant Writer. Ranked among the country's finest college-preparatory schools and founded in 1900, St. Thomas High School continues today to build on its mission: Teach Me Goodness, Discipline, and Knowledge. With an enrollment of approximately 600 students and growing, St. Thomas is committed to providing a multi-dimensional education for young men through a challenging college-preparatory curriculum and an abundance of artistic, athletic, and leadership opportunities. The motivated students, talented faculty and staff, devoted and active parents, a distinguished alumni base, along with an exciting new addition to the beautiful centrally located campus, make St. Thomas one of the most exciting places to work in education.

Duties regarding Annual Fund:

In order to reach the financial goal, the successful candidate will be responsible for raising awareness of the Annual Fund across a broad cross section of the St. Thomas community (Alumni, Current and Past Parents/Grandparents, corporate sponsors and Foundations).

- Develop an Annual Fund calendar for approval by Vice President for Advancement. The calendar plans Annual Fund events, mailings, electronic communications, promotions, reminders, etc.
- Execution of Annual Fund calendar.
- Works closely with the Vice President for Advancement and the Alumni Director to select Annual Fund representatives for parents, alumni, and others.
- If needed, coordinate Annual Fund current parent and alumni phon-a-thon solicitations and strategies.
- Manages the stewardship process of the Annual Fund including thank you letters, as well as the end of year donor recognition dinner.
- Make a minimum of 12-15 solicitation/reminder calls each month.
- Coordinate with Special Events & Volunteer Coordinator to assist with Annual Fund Kickoff, give-away events, and other activities associated with Annual Fund.
- Prepare weekly reports/dashboard for Vice President for Advancement.
- Analyze Annual Fund by segment and prepare end-of-year report by June 30 of each year.
- Assist in other Advancement Office related events and programs as needed.

Duties regarding Grant Writing:

This position will be responsible for translating the St. Thomas Basilian mission and objectives into compelling proposals, and our accomplishments into comprehensive reports, resulting in successful grant and foundation campaigns.

- Interface with alumni, community, faculty, staff and School Board members to gather information, and establish relationships with potential donors.
- Maintain a calendar for Foundation deadlines and proposal protocols.
- Update trustee roster and enhance communications and relationships to support all fundraising efforts.
- Effective and timely management, preparation, submission, reporting, and monitoring of all grants,

foundation funding, and scholarships, as well as the research and development of new opportunities.

- Responsible for documenting and summarizing organizational activities succinctly for use in grant proposals, reports, and elsewhere.
- Collaborate with finance team to develop grant/foundation/scholarship budget and spending reports.
- Write acknowledgment letters for grants received.
- Establish/maintain relationship with endowed scholarship owners.
- Other duties as assigned.

Inquiries should be directed to:

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Vice President for Advancement

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