



CATHOLIC, COLLEGE PREPARATORY
SCHOOL FOR YOUNG WOMEN

MERCY HIGH SCHOOL

Farmington Hills, MI

INVITES APPLICANTS FOR THE POSITION OF

PART-TIME FUNDRAISER & PROJECTS COORDINATOR

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](#), a Catholic College Preparatory School immersed in the tradition of the Sisters of Mercy, educates and inspires young women of diverse backgrounds to lead and serve with compassion. Our work embodies the Critical Concerns of the Sisters of Mercy and the values of *Human Dignity, Mercy, Justice, Service, Option for the Poor*.

Mercy High School commits to a climate and culture that are deeply rooted in

- Academic Excellence
- Collaboration
- Diversity
- Innovation
- Integrity
- Leadership
- Respect
- Sustainability

Mercy High School is a racially, ethnically, and economically diverse student body of approximately 650 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; Racism, Immigration, Women’s Issues, Care for the Earth and Non-Violence.

POSITION DESCRIPTION

Part-Time Fundraiser & Projects Coordinator

Mercy High School in Farmington Hills is seeking a part-time (24 hours/week school year) seasoned fundraiser to join our tight-knit Advancement team. In this role, you will use your expert communication skills and keen sense of initiative to spot fundraising opportunities, build relationships with potential donors, and manage fundraising campaigns. By coordinating events, and recruiting and leading volunteers, you will hone your speaking, writing, and leadership abilities while moving Mercy High School closer to its financial goals.

The ideal candidate will be motivated, professional, and organized, with a knack for research. We are looking for someone who believes in Mercy High School’s mission and will demonstrate exceptional drive to further our existing fundraising efforts and help strategize and deliver new ones.

JOB RESPONSIBILITIES

Overall Roles

- Promote awareness of the organization's mission and work
- Cultivate a network of dedicated donors and volunteers
- Spot new fundraising opportunities
- Plan annual Auction to help the organization meet financial goals
- Form strong relationships with external stakeholders
- Ensure major donors are satisfied and kept in the loop
- Spearhead annual family fundraiser, the Maroon & Gold Raffle
- Plan annual Golf Outing

Daily & Monthly

- Research individuals, corporations, and foundations that may be interested in gift-giving
- Effectively convey the organization's mission, vision, and programs to potential donors
- Strategize and successfully execute fundraising campaigns
- Organize fundraising events while overseeing teams of volunteers
- Manage a budget and track whether goals are being met
- Work with a diverse group of students, parents, and staff on fundraisers

KEY QUALIFICATIONS/REQUIREMENTS

- A minimum of three years fundraising, sales, or marketing experience
- Exceptional communication and relationship-building skills
- Ability to lead and motivate colleagues and volunteers
- Strong attention to detail
- A passion for research
- Adept at managing tasks, planning events, and balancing priorities
- Proven ability to work with a wide range of stakeholders
- Bachelor's degree in communications, business, public relations, or a related field
- Competence in Microsoft Office suite and donor management systems
- Experience writing social media posts, press releases, and/or fundraising letters
- Confidence with public speaking

Applicants should visibly demonstrate a willingness to expand their knowledge and engage in professional growth opportunities in all areas including Diversity, Equity and Inclusion, attend a Protecting God's Children workshop and complete a background check.

Interested candidates are invited to send a letter of interest, resume, and proof of credentials by June 1, 2022 to Maureen Duncan, Director of Advancement, at mduncan@mhsmi.org.

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.

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