

St. Paul's School for Girls

POSITION: Major Gifts Officer
REPORTS TO: Director of Development
STATUS: Twelve Month Employee
HOURS: Mondays thru Fridays, 7:45AM to 4:00PM
Occasional evening and weekend hours are required

Organization Overview

St. Paul's School for Girls is an independent, college-preparatory school with over 430 students in grades 5-12. It is located on a coordinate campus serving girls and boys from six weeks through 12th grade. *St. Paul's School for Girls educates hearts and minds in an inclusive community that is grounded in the Episcopal values of respect, integrity, and spiritual growth. We empower voice, nurture intellectual curiosity and creativity, and inspire confident leaders who serve in the world.*

Position Description

Reporting to the Director of Development, the Major Gifts Officer (MGO) will manage, nurture and enhance relationships with an individual portfolio of 100-125 prospects to improve probability of continued and increased support of St. Paul's School for Girls. Ultimately, the Major Gifts Officer will build a major gifts program to identify, qualify, steward and solicit prospects capable of making gifts of \$25,000 or more to SPSG that will provide opportunities to match donors' interest with school priorities. The Major Gifts Officer will also collaborate with Development staff to ensure appropriate stewardship of major gift donors. The position requires that the majority of the MGO's time be spent off-campus visiting prospects.

Major Responsibilities

- As a member of an effective fundraising team, the Major Gifts Officer will lead the process of identifying, cultivating, soliciting, and stewarding major gift and planned giving prospects to ensure that fundraising goals are met.
- The MGO will assist with the development and execution of a solicitation plan with an emphasis on personal face-to-face visits.
- Working in conjunction with the Director of Development and other members of the Development team, the MGO will identify, visit and evaluate alumnae, current and former parents, friends and grandparent prospects; develop strategies to cultivate and update prospects on key initiatives at SPSG; solicit prospects for annual giving, and as appropriate for capital and endowment gifts; tailor solicitation proposals; provide prospects with planned giving ideas and illustrations as appropriate; steward prospects, involving other SPSG representatives as natural partners when appropriate; and engage volunteers for special fundraising projects.
- The Major Gifts Officer will develop a tiered system of major gift prospects and facilitate the movement of those prospects through the various stages of giving based on the Moves Management model. In addition, the MGO will meet clearly outlined weekly, monthly, and annual performance expectations based upon industry standard best practices for prospect visits and dollars raised.
- The MGO will participate in regular prospect management committee meetings; strategize consistently with the Director of Development, Head of School, Board of Trustees, and fellow staff members as appropriate; prepare written strategies to cultivate relationships that will lead

to solicitations and stewardship of major and planned gifts; and ensure timely and appropriate acknowledgement of major and planned gifts.

- The Major Gifts Officer will file timely prospect reports in Raiser's Edge documenting contacts, solicitations, and meetings. Additionally, the MGO will run reports to track progress of each prospect's cultivation plan
- The MGO will attend key SPSG events to interact with donors and prospects as well as keep apprised of timely and relevant School information in order to create solicitation proposals.

Education and Experience

- Bachelor's degree required.
- Four or more years of proven major gifts fundraising experience preferably during a campaign and a working knowledge of planned giving fundraising and vehicles is essential.
- Excellent communication, organizational and interpersonal skills required.
- Understanding of major gift fundraising techniques including moves management, cultivation and stewardship techniques required.
- Working knowledge of Raiser's Edge, Word, Excel and PowerPoint highly preferred.
- Must be a self-starter who can work independently, solve problems, handle confidential information and navigate sensitive situations.
- Availability to travel ten or more business days a month required.
- Proven experience working with and managing volunteers.
- Ability to work collaboratively in a team situation required.
- A clear understanding of the mission, values, and traditions of an independent school or private college desired.

This position is 100% full-time and a 12-month position. Salary is commensurate with experience. Candidate is eligible for full benefits package including, but not limited to, medical, dental, vision, disability, flexible spending and 403(b). Additional benefits include AFLAC, life insurance, free lunch, dry cleaning service delivery and fitness center access. Tuition remission is also available for full-time employees for 50% reduction in tuition fees at St. Paul's School for Girls, St. Paul's School and at St. Paul's Plus' Preschool program for children ages two years old and older.

To apply for the position, please forward cover letter, resume and list of references to Shannon Duckett, Human Resources Director, at sduckett@spsfg.org. SPSG is an equal opportunity employer.