

## **THE ST. PAUL'S SCHOOLS POSITION DESCRIPTION**

TITLE: Director of Leadership Giving at St. Paul's School for Girls  
DIVISION/DEPARTMENT: Development  
REPORTS TO: Director of Development  
STATUS: Full time, 12 month employee  
HOURS:

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The St. Paul's Schools is an independent, college-preparatory school located in Brooklandville, Maryland. With over 1,300 students from ages six months to grade 12, St. Paul's School and St. Paul's School for Girls share a 120-acre campus, an Episcopal affiliation, and more than 100 current families with children at both schools. The histories of the schools are deeply intertwined, and the school community is truly a family. Governed by one Board of Trustees and overseen by the President of The St. Paul's Schools, each school retains its distinctive identity, traditions and mission while operating as part of a highly coordinated and collaborative system.

A coordinated structure allows The St. Paul's Schools to make the most of its unique model, where boys and girls are taught together and separately at just the right times in their development. In this academically rigorous and nurturing environment, students benefit from a cohesive and sequential curriculum from preschool through grade 12, as well as access to a wide range of classes, facilities and activities across campus. The sharing of resources ensures the continued success of our schools in the highly competitive and ever-changing independent school landscape.

### Position Description

St. Paul's School for Girls is excited to be seeking a Director of Leadership Giving to join our dynamic development team. Reporting to the Director of Development, the Director of Leadership Giving (DLG) will manage, nurture and enhance relationships with an individual portfolio of 100-125 prospective major gift donors. The Director of Leadership Giving will craft the school's major gifts program to identify, qualify, steward and solicit prospects capable of making gifts of \$25,000 or more to SPSG. The Director of Leadership Giving will also collaborate with Development staff to ensure appropriate stewardship of major gift donors. The position requires that the majority of the DLG's time be spent off-campus visiting prospects.

### Major Responsibilities

- As a member of an effective fundraising team, the DLG will lead the process of identifying, cultivating, soliciting and stewarding major gift and planned giving prospects to ensure that fundraising goals are met.
- The DLG 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 DLG will identify, visit and evaluate alumnae, current and former parent, friend 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 DLG will develop a tiered system of major gift prospects and facilitate the movement of those prospects through the various stages of giving based on a moves management model. In addition, the DLG will meet clearly outlined weekly, monthly, and annual performance expectations based upon industry standard best practices for prospect visits and dollars raised.
- The DLG 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 DLG will file timely prospect reports in Raiser's Edge documenting contacts, solicitations and meetings. Additionally, the DLG will run reports to track progress of each prospect's cultivation plan.
- The DLG will attend key SPSG events to interact with donors and prospects as well as keep apprised of timely and relevant School information 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 a 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 at The St. Paul's Schools.

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