



Portsmouth Abbey School

Title: Major Gifts Officer
Department(s): Development Office
Reports to: Director of Development & Alumni Affairs
Status: Exempt; Full-Time; Faculty

The Major Gifts Officer is responsible for working with the Director of Development and Alumni Affairs to manage and grow the school's Major Gifts Program primarily through continuing to increase the quality and volume of personal contact the School has with key constituents including Alumni, Current Parents, Parents of Alumni, Grandparents, and other Friends of the School. The Major Gifts Officer also oversees the School's Planned Giving program and stewardship of its endowed funds, including the Endowed Scholarship Fund Stewardship Program. Responsibilities include managing a pool of prospects with particular emphasis on Capital Gifts (\$50,000 or more), Annual Fund Leadership gifts (\$1,000 or more) and Planned Gifts, and managing or participating in other special projects.

Responsibilities:

- Serve as the Primary Manager for portfolio of up to 200 prospective and actual Major Gift constituents throughout all phases of the donor life-cycle: Identification, Engagement, Evaluation, Solicitation, Recognition, and Stewardship.
- Directly solicit constituents for Capital Gifts or arrange for their solicitation by others as appropriate.
- Work with the Annual Fund team to identify and solicit prospective Annual Fund Leadership donors.
- Develop and execute a Planned Giving program.
- Maintain information about constituents and provide reports as required by the Director of Development.
- Set goals, objectives and timetables, with the Director of Development, for solicitation and cultivation activities.
- Travel throughout the US (and selectively internationally) to connect with constituents, attend school events, execute duties as Primary Manager and Planned Giving program manager.

Additional responsibilities:

- Endowment stewardship
- Endowed Scholarship Fund Stewardship Program
- Manage prospect research and rating initiatives

- Other duties as assigned

Requirements:

- Bachelor’s degree
- 5+ years of front-line fundraising experience (or its sales and marketing equivalent), major gifts experience preferred
- Working knowledge of Planned Giving
- Proficiency, or at least familiarity, with the most recent versions of Raiser’s Edge, especially NXT, and Microsoft Office
- Excellent written and verbal communication skills
- Excellent analytical and marketing skills
- High degree of comfort with the use of technology including strong computer and internet skills
- Administrative abilities, organizational skills, and the capacity to manage multiple tasks with attention to detail
- The ability to work closely with a varied constituent base (Board of Regents, alumni, parents, faculty and staff), to exercise discretion, and to maintain information with appropriate confidentiality
- Willingness to work as part of a team in all aspects of the job
- Willingness to travel
- Willingness to work nights and weekends
- A strong connection to the mission of Portsmouth Abbey School

Interested candidates, please send a resume and cover letter to alumni@portsmouthabbey.org. No calls please.

Salary:	Commensurate with experience
Vacation:	20 discretionary days per fiscal year + state and federal holidays
Pension (403b):	PAS contribution of 10%; employee contribution of 1%, after 2-year waiting period (waived with prior educational experience)
Health insurance:	United Healthcare, RI; Waive = \$3,100 stipend
Dental insurance:	Delta Dental
Life insurance:	Equal to one year’s salary
Short-term disability:	Paid by employee and administered by State of RI
Long-term disability:	90 day qualifying period; 60% of salary; \$7,500 maximum monthly benefit (conversion privilege)
AD&D:	per policy
Tuition remission:	100% tuition remission
Employee Assistance Program	

Offer contingent upon successful completion of a criminal background check and reference check.