



## POSITION POSTING

**Job Title:** Major Gift Officer  
**Date Created:** August 2017  
**Reports to:** Director of Major Gifts

**Department:** Advancement  
**Date Last Revised:** December 2020  
**FLSA:** EXEMPT

### **Job Summary:**

The Governor's Academy, the oldest boarding school in New England, inspires and engages inquisitive students in ninth through twelfth grade. Our 456-acre campus is located thirty miles north of Boston and five miles south of Newburyport, a classic New England coastal town. Gova has approximately 400 students and 250 employees. Gova faculty and staff are committed to creating and cultivating a diverse and inclusive community that allows students to discover their passions, use their unique voices, and achieve academic and co-curricular excellence. Adults in our community are professionals who appreciate individuality, collaboration, and service to others—all so that we can go far together.

The Major Gift Officer will focus on identification, cultivation, solicitation and stewardship of major gift prospects and donors. The development of long-term relationships will maximize gifts to the Academy from existing and prospective donors. This position will work in close collaboration with other members of the advancement team to meet the Academy's fund-raising and engagement objectives.

The successful candidate will be a strategic, energetic, and highly motivated development professional with proven skills to join our major gifts team. We seek candidates who can communicate effectively and are dedicated to working in a diverse educational community. This position requires leadership skills, as well as the desire to be part of a team and goal oriented environment. The Major Gift Officer is responsible for an assigned portfolio of donors and cultivating and soliciting new prospects. Required skills include demonstrated experience soliciting major gifts figures, and sound knowledge of the full spectrum of development practices, principles, and activities. This includes gift policies, solicitation strategies, stewardship, donor recognition, administration, working with high-level volunteers, and the ability to apply this knowledge creatively to fundraising projects.

### **Essential Job Duties and Responsibilities:**

- Develop and execute strategies to enhance engagement and secure support from individuals at the major gifts level (\$50,000 to \$1,000,000+), as part of comprehensive fundraising processes.
- Identify, cultivate, steward, and solicit a pool of approximately 150 prospects, establishing long-term donor relationships. Schedule and complete between 12-15 prospect meetings per month, requiring travel up to 50% time.
- Prepare reports, briefings materials, correspondence, proposals, Raiser's Edge database updates, and related documents for solicitation of major gift prospects.
- Ensure appropriate closure of all planned gifts to the school, including documentation needed to formalize these gifts. Serve as a liaison with outside counsel when required.

- Schedule and script joint visits with the Head of School, Director of Advancement, faculty, and volunteers when appropriate.
- Attend and staff events as required, including weekends and evenings.
- Understand and embrace the culture of a selective, fully residential secondary school and effectively articulate the Academy's mission to alumni, parents, and friends.
- Work effectively with others and perform to the best of personal abilities to successfully accomplish individual, departmental, and school goals.
- Other duties as assigned.

**Qualifications and Skills Required for Position:**

- Demonstrated ability to personally and effectively cultivate, solicit and successfully secure philanthropic gifts.
- Ability to interact with all levels of the Academy community – the Head of School, faculty and staff, the Board of Trustees, alumni, parents, and friends of the Academy.
- 3-5 years of development/fund-raising experience; including experience securing five and six figure gifts.
- A creative, professional and collaborative style.
- Excellent oral and written communication skills.
- Excellent computer skills including experience with fund-raising databases.
- A strong commitment to education.
- A high level of integrity and an extraordinary work ethic.
- Must be able to work collegially; must be committed to working in a diverse community and have the ability to communicate effectively with diverse populations; must enjoy working with young people in a boarding school environment.
- A demonstrated interest in social justice, equity, diversity and inclusion work.
- Travel – including overnight travel – is required, both locally as well as out of state. Night and weekend work is required for events and donor engagements.
- Successful completion of a criminal records background check.

**Supervision Received**

Reports to the Director of Major Gifts

**Physical Demands**

- Occasional lifting, bending, and climbing stairs
- Frequent talking, listening, walking, sitting, and standing
- Ability to perform multiple concurrent tasks and function in a fast-paced working environment
- Travel to donor visits

**Work Environment**

- The Advancement Office is a busy work environment in which there is a significant amount of personal interaction.
- The Major Gift Officer must be flexible, enthusiastic, hard-working, and responsible.
- The Academy is a non-smoking campus.

**To Apply**

To apply for the Director of Major Gifts position, please click [here](#).