



Position Description Major Gifts Officer

About Archbishop Riordan High School

Archbishop Riordan High School is an urban Catholic high school, owned by the Roman Catholic Archdiocese of San Francisco and conducted by the Society of Mary, the Marianists, who are assisted by lay men and women. ARHS prepares young men and women of San Francisco, the surrounding communities and various countries from around the world for leadership through its inclusive college preparatory curriculum. ARHS fosters development in faith, character, academics, the arts and athletics, in a diverse and inclusive family environment.

POSITION: Major Gifts Officer

The Major Gifts Officer will be a member of the Development team, serving as a frontline fundraiser for the school. The Officer is responsible for managing and cultivating relationships with existing major gift prospects, as well as identifying new prospects. The Officer will display extraordinary interpersonal relationship skills and the ability to work with the Development Director to identify, cultivate, solicit, close and steward gifts from a specific group of donors who have individual giving capacities of \$5,000 or more. A significant portion of the work of the Major Gifts Officer will be focused on developing new potential donors from both inside and outside of the Riordan community who have the capacity to give at this level in support of the school's current major gifts campaign or capital campaign.

The Officer must be able to work flexible hours, show the ability to flourish in a collaborative and fluid work environment focused on performance and outcomes, and must have a commitment to the mission and values of Archbishop Riordan High School. An ability to empathize with donors and clearly communicate our organization's mission is key. The Officer will be expected to energize team members, persuade prospects and persevere to the end.

Responsibilities include, but are not limited to, the following:

- Develop, cultivate and manage a portfolio of 100-125 existing major donors and prospects
- Help our donors accomplish their philanthropic goals and ambitions through a relationship with our organization

- Secure major gifts at the \$5,000+ level and at lower levels of giving, with the goal of raising \$350,000-\$400,000 annually
- Use systems and software to track and cultivate donors and prospects, including our donor database and wealth screening tools
- Work with the Development Department to align efforts and set goals
- Create and implement moves management plans
- Make direct, face-to-face solicitations, and assist the Board and other staff with their solicitation (e.g. provide portfolio development support, strategic counsel, and help with donor communications)
- Acknowledge major donors through public and private recognition
- Track and report progress to the Director of Development, President and the Development Committee of the Board
- Flexibility to travel as necessary
- Meet quarterly with all donors in the portfolio, with 8-10 contacts each week
- Write and maintain major gift proposals
- Attend cultivation and fund raising events as necessary
- Other duties as assigned by the Director of Development

QUALIFICATIONS

- Bachelor's degree and at least one year of relevant experience preferred
- Demonstrated sales or fundraising experience
- Experience and comfort in interacting with alumni, parents, and students
- Strong, self-starting work ethic in a fast-paced, results-oriented team environment
- Ability to think strategically and analytically
- Excellent written and oral communications skills
- Ability to manage multiple deadlines simultaneously, working both independently and as a member of a team
- Must have a basic understanding of the mission of Riordan High School and an appreciation of Marianist traditions
- Basic understanding of the operation of the Raiser's Edge Database Program preferred
- Creativity, adaptability, diplomatic skills, and a sense of humor

Reports to: Director of Development
 Member of: Development Department

Learn more at www.riordanhs.org

Send your resume and a cover letter to Simon Chiu, Director of Development
schiu@riordanhs.org

