

DIRECTOR OF MAJOR & PLANNED GIFTS



Job Description/Overview of Responsibilities

POSTING DATE: August 9th, 2022
POSITION TITLE: Director of Major & Planned Gifts
REPORTS TO: Director of Advancement

SUMMARY:

The Director of Major & Planned Gifts is an integral part of the St. Mary's Academy development department and reports to the Director of Advancement. This position is responsible for the strategic leadership and implementation of all aspects of a major gifts program focused primarily on St. Mary's parents, parents of alumnae, grandparents and friends as assigned, as well as corporate and business partners. This individual will manage a personal portfolio of donors and secure annual major gifts across all areas of giving—including special events, annual giving, endowment and capital campaign(s). Additionally, the Director of Major & Planned Gifts will oversee the strategic leadership and growth of the planned giving program, including regular marketing opportunities, analysis of program goals and outcomes, and stewardship of St. Mary's planned giving donors. The Director of Major & Planned gifts will collaborate with other members of the development team to create donor stewardship and cultivation content and events.

PRIMARY RESPONSIBILITIES:

- Manage a portfolio of major gift donors and prospects of parents, parents of alumnae, grandparents and friends, and corporations aiming to deepen relationships and increase giving through consistent cultivation, solicitation, stewardship and meaningful engagement opportunities
- Develop a pipeline of major gift prospects in collaboration with other fundraising team members, including the Director of Annual Giving & Senior Director of Leadership Gifts
- Develop and implement strategies to increase major gift revenue across all campaign categories, including implementation of formalized donor giving circles and partnership program opportunities in collaboration with other fundraising team members
- Work closely with the Director of Annual Giving to design and implement a multi-year strategic development plan to grow unrestricted support for the school and increase participation across constituent types
- Lead the annual strategy and day-to-day work plan for the planned giving program, including marketing and stewardship opportunities, while drawing on analytical assessment of data to grow membership
- Conduct in-person visits with prospects and portfolio members
- Identify best practices, opportunities for capacity building and growth, solicitation strategies and stewardship for major gift program
- Other duties as assigned by the Director of Advancement

POSITION QUALIFICATIONS:

- Bachelor's degree and minimum of 5-10 years of fundraising experience
- Proven record of successful fundraising results, including direct solicitation experience and relationship building skills
- Ability to plan and execute a multi-faceted major gift and planned giving program, including target goals, growth opportunities, strategic analysis of constituent groups and benchmarks
- Proficiency in MS Office Suite, Raiser's Edge experience desired

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent organizational skills: ability to manage and prioritize multiple tasks with attention to detail
- Desire to work under deadlines in a dynamic, fast-paced, entrepreneurial environment

- Commitment to donor-centered fundraising and exemplary follow-through
- Excellent written and verbal communication skills, with experience writing engaging and persuasive fundraising appeals
- Ability to build strong relationships with a range of individuals
- Ability to maintain confidentiality of sensitive materials
- Self-directed, team player, accountable for scope of responsibility
- Willingness to work some evenings and weekends as it relates to events, donor stewardship opportunities, etc.
- Proven ability to understand the needs and interests of major gift and planned giving benefactors in order to develop relationships between them and St. Mary's
- Ability to connect St. Mary's mission with all fundraising activities
- Commitment to the equity, diversity, inclusion and belonging priorities of the school
- Desire to fully engage in the life of the school and community
- Willingness to embrace the Catholic tradition, the charisms of the Sisters of the Holy Names of Jesus and Mary, all-girls education and develop a passion for the school's unique mission

SALARY & BENEFITS:

Salary commensurate with qualifications and experience. Excellent benefits include medical, dental and vision coverage, retirement, life insurance, holidays, vacation, and sick leave. This is a full-time, salaried, exempt, 12-month position.

ST. MARY'S ACADEMY PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, St. Mary's Academy complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

TO APPLY:

Position is open until filled. Qualified applicants may submit resume, cover letter and three professional references to kendall.murphy@smapdx.org. Please submit in a single pdf and no phone calls.

Applications will be reviewed as they are received.