



Cathedral High School in Indianapolis, an independent Catholic college preparatory high school in the Holy Cross tradition, is seeking a Director of Major Gifts. If you are interested in joining a growing team, please fill out an application on Cathedral's website. The chosen candidate will be hired for the 2022-2023 school year.

The Director of Major Gifts works in a team and manages cultivation and stewardship strategies in support of the Cathedral Fund, events fundraising and potential capital campaigns. Reporting directly to the Executive Vice President for Advancement, the Director of Major Gifts is an integral part of a professional team with a mission to increase effective engagement with the philanthropic community.

**JOB STATUS:**

This is a salary-exempt, full-time position. Some evening and weekend work may be required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Critical features of this job are described below. Management reserves the right to assign or reassign duties and responsibilities at any time.

**ESTABLISH ONESELF AS A KNOWLEDGEABLE STAFF MEMBER BY:**

- Learning the Cathedral High School's mission and being knowledgeable about Cathedral including programs, teachers, athletics and other current and historical facts that might interest a donor.
- Learn about the Cathedral Fund and other areas of development such as the database key donors, board members and others.

**ACTIVELY CULTIVATE, SOLICIT, STEWARD HIGH LEVEL ANNUAL GIFTS, & IDENTIFY POSSIBLE MAJOR GIFT PROSPECTS BY:**

- Developing and carrying a portfolio of major gift prospects.
- Proposal writing and matching the case for support to donor passion.
- Facilitating conversations in regards to planned giving, as appropriate.
- Effectively communicating results of prospect visits to the Executive Vice President for Advancement.
- Assist the Executive Vice President for Advancement and other development staff on board committees and presentations.
- Utilizing the advancement database (Raiser's Edge) to document work with donors and prospects including contact reports
- Conducting ongoing stewardship activities to further enhance the relationship between donors and Cathedral.
- Attending events and other Cathedral programs such as graduation, athletics and performances.

**CONTRIBUTE TO DEPARTMENTAL EFFICIENCY BY:**

- Understanding and effectively communicating departmental policy and procedures.
- Clearly communicating concerns and questions to supervisor and staff.
- Soliciting guidance from leaders and co-workers when uncertainty arises.
- Conveying thoughts to the Executive Vice President for Advancement on improving departmental performance.

**APPROACH EACH SITUATION WITH A PROFESSIONAL ATTITUDE BY:**

- Exercising good judgment in discussing issues and results.
- Maintaining composure and calm demeanor when situations become difficult.
- Respecting the need for confidentiality of CHS donors and colleagues.

**EDUCATION and/or EXPERIENCE:**

- Minimum three years of major gift experience plus four-year degree or higher.
- Demonstrated knowledge of the development process and success in raising significant gifts.
- Proven ability to motivate, engage, and work with donors, alumna/alumni, faculty, and staff or similar constituencies.
- Accomplished presentation skills, oral and written communication skills with experience in proposal development and writing.
- Knowledge of planned giving (*bequests, trusts, gift annuities, etc.*), major and annual gift fundraising principles, best practices, and demonstrated personal success in closing major gifts preferred.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees must be able to sit, stand, walk, and use hands and fingers as well as talk or hear routinely throughout the work day. Employees must also be able to climb, kneel, stoop, crouch or balance regularly as a part of this job. Employees may be required to lift or carry up to 25 pounds routinely as a part of this job.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees will work in a regular office environment with moderate noise.

**CHARACTER QUALITIES NECESSARY TO BE SUCCESSFUL IN THIS POSITION:**

- Kind
- Joyful
- Collaborative
- Zealous
- Engaged
- Diligent
- Organized
- Thorough

**COMPETITIVE BENEFIT PLANS:**

- Medical insurance
- Company paid Dental insurance
- Company paid Vision insurance
- Company Paid Life insurance
- Company Paid Long term disability coverage
- Health Savings Account with generous employer contribution
- Additional ancillary benefits offered
- 403(B) retirement plan with matching contributions
- Generous Paid Time Off and Vacation policy
- Irish Blessing Child Care onsite with discount
- Cafeteria Perks & more

*Learn more about our benefits, by reviewing our handbook at [gocathedral.com](http://gocathedral.com)*