



MONTCLAIR KIMBERLEY ACADEMY

DIRECTOR OF CAPITAL PROJECTS

Montclair Kimberley Academy, an innovative, Pre-K-12 independent day school with a strong national reputation, seeks a Director of Capital Projects to help advance the school's fundraising efforts as they prepare for a major fundraising campaign. Reporting to the Director of Development, this person is an instrumental member of Montclair Kimberley Academy's Development Department, responsible for leading and implementing a major gifts program to identify, cultivate, solicit, and steward prospects with the ability to make \$25,000+ gifts to MKA. The individual will personally manage a portfolio of up to 150 prospects and partner with the school's Advancement Team, Head of School, and Board of Trustees. The Director will also help to execute the school's planned giving strategy.

KEY RESPONSIBILITIES INCLUDE:

- In partnership with the Director of Development, develop a robust major gift and planned giving program to advance the school's mission and strategic funding priorities.
- Manage, build, and develop a portfolio of 150 major and planned giving prospects including alumni, parents, family members, trustees, community members, and other stakeholders of the school.
- Help to develop and execute a comprehensive plan, including specific goals and timetables, to market, solicit, and steward deferred and planned gifts through estates, trusts, charitable annuities, real estate, and other financial vehicles.
- Help to qualify prospects and establish clear and quantifiable strategies for leadership-level prospects and donors, including ask amounts, solicitation timelines, and stewardship moves for major and planned gifts.
- Conduct a predetermined number of personal visits a month to ensure achievement of fundraising goals; moving donors along the prospect pipeline, and nurturing and deepening relationships to better understand and strategically align donors' priorities and goals with the needs of the school.
- Craft proposals, talking points, contact reports, and cultivation/stewardship correspondence as needed and in partnership with the Director of Development.
- Track activity in database through prospect assignments and proposals, draft and file contact reports, and use moves management system to regularly review prospect pool with Director of Development.
- Serve as an organizational leader of MKA's fundraising effort, demonstrating high personal and professional integrity and promoting open, positive collaboration across all three MKA campuses.
- Anticipate project needs, discern work priorities, and meet deadlines with little supervision, and be willing to travel and work occasional evenings and weekends.
- Assume other duties as assigned.



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QUALIFICATIONS:

- At least 5+ years of experience in frontline fundraising experience with demonstrated success with soliciting and securing 5+ figure gifts and planned gifts.
- Knowledge of, and experience with, planned giving strategies and vehicles.
- Exceptional writing and communication skills.
- Excellent time management and organizational skills, and ability to work independently and manage many projects simultaneously.
- Strong verbal skills, emotional maturity, self-confidence, and a sense of humor.
- Advanced computer skills, including Microsoft Office, Raiser's Edge, and web-based applications.
- Familiarity with fundraising in an independent school environment is preferred.
- Bachelor's degree required.
- Availability to travel, and work evenings and weekends.

As guided by its Strategic Plan, MKA is committed to promoting multicultural education, grounded in ideas of equity, anti-bias education, anti-racism, and social justice. We see multicultural education as a process of inquiry, reflection and engagement that honors students' narratives, provides a safe environment in which to explore and discuss multiple perspectives, and helps transform students and faculty, school culture and curriculum, community and society, and we seek candidates who share our commitment to this process.

Interested candidates should submit a resume and cover letter to Director of Development Laela Perkins lperkins@mka.org.

It is MKA's policy to provide equal employment opportunities to all qualified persons regardless of age, race, creed, color, national origin, ancestry, sex, gender identity, sexual orientation, socioeconomic background, or disability not related to the requirements for being a successful employee at MKA.