



POSITION POSTING MAJOR GIFT OFFICER

Open Immediately

OUR SCHOOL

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 an intentionally diverse and inclusive community that allows students to learn from each other's unique backgrounds and experiences, discover their passions, use their unique voices, and achieve academic and co-curricular excellence. We welcome applications from candidates of all backgrounds.

Adults in our community are professionals who appreciate individuality, collaboration, and service to others—all so that we can go far together.

POSITION SUMMARY

The Major Gift Officer will focus on the 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 fundraising 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, briefing 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 your personal abilities to successfully accomplish individual, departmental, and school goals.
- Other duties as assigned.

QUALIFICATIONS

- 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.
- Work from home is allowed up to two days a week and in accordance with the Academy's policies.
- Successful completion of a criminal records background check.
- The Academy requires all community members to be fully vaccinated against COVID-19 unless with the exception of an Academy-approved medical or religious exemption.

To apply for the Major Gift Officer position, please click [here](#).

STATEMENT OF SCHOOL VALUES

As an educational community, the Academy has an administration, a faculty, and a student body committed to learning. We pursue this commitment in a dynamic environment that fosters lifelong intellectual independence,



responsibility, teamwork, service, and respect for others. We are committed to creating and maintaining a diverse and inclusive community that is physically and emotionally healthy.

Applicants for employment are considered without regard to race, color, religion, sex, pregnancy or a condition related to pregnancy, sexual orientation, gender identity, national origin, ancestry, genetic information, age, physical or mental disability, status as a veteran or being a member of the Reserves or National Guard, military service, application for military service, or any other category protected under state or federal law. Please notify us if you wish to request a reasonable accommodation to complete this application, interview for the position, or otherwise participate in the hiring process. We will consider all such requests in accordance with applicable law.

THE GOVERNOR'S ACADEMY
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