

THE HARVEY SCHOOL

Leadership Giving Officer *Development and Alumni Relations Department*

About The Harvey School

Located on a wooded, 125-acre campus in Katonah, NY, The Harvey School is a student-centered, college-preparatory independent school serving approximately 370 students in grades six to twelve. Rigor with Heart exemplifies the school's approach to teaching and learning, where students are prepared and inspired to become independent, adventurous thinkers and engaged, compassionate citizens in courageous pursuit of knowledge and truth. Students thrive academically, athletically, artistically, and socially, cultivating the skills, confidence, and leadership qualities necessary to succeed in a diverse and changing world. Harvey's welcoming community includes students from over 100 zip codes in New York, New Jersey, and Connecticut, with international students from eight countries and 5-day boarding in grades nine to twelve.

Position Summary

The Leadership Giving Officer will be responsible for qualifying, cultivating, soliciting, and stewarding a portfolio of current and prospective donors. This individual's prospect portfolio will focus on current and former Harvey parents with the capacity to make five- and six-figure gifts. The Leadership Giving Officer will play an essential role in helping Harvey to reach the financial goals of our current Cornerstone Campaign and annual giving. This position serves as a key member of a dynamic Development and Alumni Relations team and will report to the Director of Development.

This is a year-round, full-time position without supervisory responsibilities and will require some work on evenings and weekends, as well as (primarily regional) travel to meet with donors.

Primary Duties and Responsibilities

- Work closely with the Director of Development and other key members of Harvey's senior leadership to identify prospective donors. Create and implement personalized strategies to cultivate these prospects toward five- and six-figure Annual Fund and Capital Campaign gifts.
- Develop and implement effective cultivation and stewardship events.
- Work with the Director of Development to translate Board-designated fundraising priorities into philanthropic giving opportunities, with a near-term focus on the Cornerstone Campaign.

- Work with the Development and Alumni Relations team on strategy to build a strong culture of philanthropy across all constituencies

Minimum Qualifications

- Bachelor's degree or equivalent
- Five years of relevant experience, including demonstrated ability to close significant philanthropic gifts, ideally in an independent school
- Experience fundraising for a Capital Campaign
- Understanding of Raiser's Edge software
- Passion for event planning and execution
- Outstanding interpersonal and communication skills
- Willingness to be part of a collaborative environment and work closely with colleagues and school families
- Strong organizational skills and attention to detail
- Ability to communicate clearly and effectively, verbally and in writing.
- Positive attitude, flexible approach, and a sense of humor

Salary Range: \$70,000 - \$80,000

To apply for this position:

Please send a single PDF file that includes a cover letter, resume, and three references to employment@harveyschool.org. Please include the position title in the subject line.