LINCOLN SCHOOL

PROVIDENCE

Director of Leadership and Planned Giving

Employment type: Full-Time
Position type: Permanent (12-month)
Start date: August 5, 2024
Reports to: Director of Advancement

Lincoln School, founded in 1884 and located in Providence, Rhode Island, is an independent Kindergarten–Grade 12 Quaker school for girls, with a co-ed Little School and Early Childhood program. As the nation's only independent school for girls based on Quaker values, Lincoln educates girls to fearlessly embrace the opportunities and responsibilities of full citizenship in a complex world. At Lincoln, girls come first. With a challenging, dynamic, and innovative academic program, the School prepares girls to build their confidence through self-discovery, trial and error, laughter, and with joy. Girls practice speaking up and out, tapping into strengths even they may not have known they had. This is a unique opportunity to further the School's bold mission and to help implement the first comprehensive campaign Lincoln has undertaken in almost two decades. There are currently 371 students in Grades N-12 and an additional 103 children in the Little School, 161 faculty and staff, and 3,500 alumnae. The current endowment is $16 million.

Position Overview:

Lincoln School's Advancement Office seeks a talented, highly motivated, donor-oriented, team player and experienced front-line major gift officer for the opportunity of Director of Leadership and Planned Giving. Reporting to the Director of Advancement, this new hire will be responsible for the active identification, cultivation, solicitation, and stewardship of leadership and planned gift prospects, closing five--, six--, and seven-figure gifts to Lincoln School's upcoming comprehensive campaign. Individuals in the Director of Leadership and Planned Giving's portfolio of approximately 150 prospects will have the capacity to make gifts of $100,000 or more. The ability to relate comfortably and build authentic and meaningful relationships with a diverse and sophisticated alumnae and parent constituency is essential. Regular travel is required.

Duties and Responsibilities:

- Identify, cultivate, solicit, and steward Lincoln School alumnae, parents, partners, and community members as assigned who are capable of making leadership-level commitments. These gifts may include restricted/capital gifts, gifts to the Lincoln (Annual) Fund, and planned gifts.
- Work closely with the Director of Advancement and Director of Annual Giving, along with the Head of School, to set donor strategy with a focus on soliciting and closing leadership-level (major) gifts of $100,000+
- Develop and grow meaningful relationships with leadership (major) gift prospects through phone, email, video call, and face-to-face meetings
- Collaborate with Advancement Office colleagues on comprehensive campaign initiatives, Lincoln (Annual) Fund goals, and key reunion classes
- Assist in obtaining hosts, planning, staffing, and executing Advancement events, both on and off-campus

- Complete all assigned reporting including contact reports, travel plans, itineraries, and expense reports in a timely manner
- Attend and actively contribute to departmental and all-staff meetings, as scheduled
- Remain informed about Lincoln School's mission, history, academic, athletic, and extracurricular programs across divisions, current community partnerships, and policies
- Write donor proposals, Head of School briefings, and gift documentation with precision
- Willingness and ability to spend 40-50% of the time on frontline meetings both in person (locally and nationally) and virtually
- Meet mutually agreed upon performance expectations
- Some evening and weekend work required

Minimum Qualifications:

- 3-5 years of successful cultivation, solicitation, and stewardship of leadership-level (major) and planned gifts, or comparable experience
- Exceptional written and oral communication skills, as well as genuine and sincere interest in and ability to interact with a broad range of constituents
- Ability to problem solve, to create and implement prospect strategies, and to engage with school and community partners
- Willingness and ability to spend 40-50% of the time on frontline meetings both in person (locally and nationally) and virtually
- Knowledge of and experience with private and family foundation giving
- Knowledge of and experience with the planning and execution of successful leadership donor events
- Knowledge of and experience with the recruitment, engagement, and long-term management of volunteer committees
- Must be self-driven, highly organized, flexible, and able to successfully manage multiple priorities
- Must be a team player with a highly developed sense of integrity and work ethic
- Must value and foster behaviors that support a diverse school community
- Computer fluency including Microsoft Office Suite, donor database software, and query tools
- A bachelor's degree is required
- Ability to travel within the United States independently, including a valid driver's license, is required

Desired Qualifications:

- Familiarity with Annual Fund best practices, including direct mail/email/social media campaigns and giving days
- Familiarity with community-centric fundraising practices
- Familiarity and experience with Board management
- Experience in a nonprofit or academic setting
- Evidence of a commitment to women's and Quaker education and to Lincoln's mission through actual or volunteer experience
- Experience with CRM systems

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

How to Apply:

Interested candidates should send a cover letter, resume, and a list of four (4) references (who will be contacted only if mutual interest is determined) to careers@lincolnschool.org. Please list the position title in the subject heading.

Once we have reviewed and discussed the applications received, we will be in touch with select candidates to schedule interviews.

More information about Lincoln School can be found on our website at www.lincolnschool.org.

Lincoln School is an Equal Opportunity/Affirmative Action Employer. Members of groups historically underrepresented in independent schools are strongly encouraged to apply.