Gift Officer

Community School of Naples is one of the top independent schools in southwest Florida and maintains a PreK3-12 school enrollment of approximately 1000 students. CSN has a high retention rate with many dedicated teachers here for longer than 10 years; some more than 20. CSN students track higher than all other southwest Florida schools in test scores, extracurricular activities, and college acceptances. The school's beautiful 77-acre campus features lush landscaping, many ponds, and an open atmosphere.

Position Description
Community School of Naples (CSN) is seeking a full-time Gift Officer for our Advancement Department to secure support for the school's fundraising programs. This position will be a key driver to propel the fundraising capacity of CSN’s advancement efforts. The Gift Officer will engage in and be responsible for all aspects of the donor development cycle, including donor identification, cultivation, solicitation, and stewardship to motivate donors to give leadership-level gifts to CSN. The successful candidate will be a metrics-driven gift officer, experienced in building new fundraising programming and systems, proven in working with high-level prospects, and a professional who thrives in a dynamic environment.

Responsibilities
- Develop and execute efforts to identify, cultivate, solicit, and steward gifts from individuals, families, and foundations by aligning donor interest with CSN’s initiatives.
- Development of strategies to generate higher levels of support and implementing multi-year fundraising plans that focus on renewals and increased gifts.
- Work collaboratively with Advancement team members to support all individual and broad-based appeal campaigns, including the Annual Fund and any restricted fundraising efforts, to ensure a robust fundraising program.
- Establishing and maintaining relationships with donors and converting prospects into donors while working collaboratively with colleagues to meet the school’s advancement objectives.
- In collaboration with Advancement team members, identify, design, and cultivate a significant prospect pipeline as part of the school’s evolving fundraising strategy.
- Manage a portfolio of 150 donors and/or prospects to continue to build the school’s philanthropy culture.
- Prepare donor profiles, proposals, gift agreements and other materials to define, secure and document gifts.
- Effectively utilize the Advancement database (Raisers Edge) to maintain records of contacts with donors and prospects. Analyze potential donor research materials to track, evaluate, and present relevant giving information for fundraising planning and outreach.
- Attend and support appropriate engagement events related to assigned prospects or the needs of the Advancement Department.
Requirements

• Bachelor’s degree required.
• Proficiency with Raiser’s Edge database system required.
• Three to five years of development experience with donor management and gift solicitation, including a proven track record of closing major gifts and stewarding donor relationships.
• Strong oral and written communication skills are necessary with a demonstrated ability to write effectively for business/philanthropic communication purposes.
• Adhere to ethical fundraising practices, including transparency, confidentiality, and respect for donor intent, while upholding the highest standards of integrity and professionalism.
• Must be a disciplined, results-oriented self-starter with high ethical standards.
• Ability to meet deadlines within a complex office/school calendar context.
• Ability to exercise good judgment and work with minimum of instruction and supervision when necessary.

Compensation and Benefits

This appointment is for the 2024/2025 academic year and is paid on an annual salary commensurate with experience, degree attainment, and qualifications. This position is eligible for CSN’s competitive benefit package, which includes medical, dental, vision, short- & long-term disability, life insurance, 403(b) retirement program with a generous match, Aflac, and Legal Shield offerings. Additional benefits include generous time-off and the use of the school’s state-of-the-art recreational facilities. Complimentary breakfast and lunch are served on all school days. Please visit our website for more details about the benefits of a career at CSN.

• Fingerprinting and background checks are a required part of CSN’s employment eligibility process.
• Community School of Naples is an Equal Opportunity Employer.