



**Position:** Director of Major Gifts

**Reports to:** Director of Advancement

**Role:** Full-time, in-person, exempt

### **Organization Information**

St. Mary's Academy is sponsored by the Sisters of the Holy Names of Jesus and Mary and belongs to the SNJM Network of Schools. The Network members share a sense of stewardship based on these key values, from which the “characteristics of an SNJM school” were developed.

Guided by the values and charism of the Sisters, St. Mary's fosters a diverse community, educates the whole person by nurturing spirituality, encouraging creativity, promoting justice, and inspiring a sense of global interdependence to prepare students for service and leadership.

### **Position Description**

St. Mary's is seeking an experienced fundraising professional to join our frontline fundraising team, plus additional development staff, including a Dir. Of Advancement, Sr. Director of Leadership Gifts, Dir. Of Annual Giving and Foundation Relations and Dir. of Parent & Alumnae Relations. Rooted in the values of the Sisters of the Holy Names of Jesus and Mary, we believe that all-girls make all the difference and we exist to create the next generation of women leaders. As we continue to grow, our next Director of Major Gifts will help to prospect and inspire leadership gifts (at the four-, five-, and six-figure levels). They will work closely with the Director of Advancement and Senior Director of Leadership Gifts to create a strong major gifts pipeline and strategy.

This position is responsible for strategic leadership and implementing all aspects of a major gifts program, including prospecting, cultivation, solicitation, and stewardship. Constituent types are, but not limited to, St. Mary's current parents, parents of alumnae, grandparents, and corporate partners and foundations.

The Director of Major Gifts will manage a personal portfolio of donors, including current and new, and secure major annual gifts across all areas of giving, including special events, annual giving, endowment, and capital campaign(s). The Director of Major Gifts will collaborate with other development team members to create donor stewardship and cultivation content and events.

### **Job Duties**

- Manage a portfolio of major gift donors and prospects, including current parents, parents of alumnae, grandparents and friends, and business/corporate partners. The goal is to deepen relationships and increase giving through consistent cultivation, solicitation, stewardship, and meaningful engagement opportunities.
- Develop a pipeline of major gift prospects and implement strategies to increase major gift revenue across all campaign categories, including formalized donor-giving circles and a partnership program implemented in collaboration with other fundraising team members.



- Work closely with the Director of Advancement to design and implement a multi-year strategic development plan to grow unrestricted support for the school and increase participation across constituent types.
- Conduct in-person visits with prospects and portfolio members.
- Identify best practices, opportunities for capacity building and growth, solicitation strategies, and stewardship for the major gift program.
- Other duties as assigned by the Director of Advancement.

### **Position Qualifications**

- Bachelor's degree and 5+ years of fundraising experience.
- Proven record of successful fundraising results, including direct solicitation experience and relationship-building skills.
- Work independently with the fundraising and support team to develop benchmarks and understand data to meet annual and long-range goals.
- Proficiency in MS Office Suite, Raiser's Edge experience desired.
- Excellent organizational skills: ability to manage and prioritize multiple tasks with attention to detail.
- Preferred background in the planned giving field, including annual planned giving strategy development and ability to work with planned giving donor prospects.
- Commitment to donor-centered fundraising and exemplary follow-through.



### **Preferred Skills and Attributes**

- Desire to work under deadlines in a dynamic, fast-paced, entrepreneurial environment.
- Excellent written and verbal communication skills, with experience writing engaging and persuasive fundraising appeals.
- Ability to build strong relationships with a range of individuals.
- Ability to maintain confidentiality of sensitive materials.
- Self-directed, team player, accountable for scope of responsibility.
- Willingness to work some evenings and weekends related to events, donor stewardship opportunities, etc.
- Proven ability to understand the needs and interests of major gift donors to develop relationships between them and St. Mary's.
- Ability to connect St. Mary's mission with all fundraising activities.
- Commitment to the equity, diversity, inclusion, and belonging priorities of the school
- Desire to fully engage in the life of the school and community.
- Willingness to embrace the Catholic tradition, the charism of the Sisters of the Holy Names of Jesus and Mary, all-girls college preparatory education, and develop a passion for the school's unique mission.

### **Application Information**

Nonprofit Professionals Now is pleased to be working with St. Mary's Academy on this key fundraising role.

*Applications will be reviewed and phone interviews scheduled with qualified candidates. Video Interviews will be scheduled followed by in-person interviews for candidates that move forward through the process.*

**Application Link:** <https://bit.ly/4gre6ow>

**Application Deadline: February 17, 2025**