



## **Major Gift Officer**

**Location:** Mercy McAuley High School

**Employment Type:** Full-Time, Exempt

### **Position Summary:**

The Major Gift Officer (MGO) is a key member of the advancement team, responsible for identifying, cultivating, soliciting, and stewarding major gift donors and prospects to support the mission, vision, and programs of Mercy McAuley, an all-girls Catholic high school dedicated to academic excellence and faith-inspired education in the Mercy Education tradition. The MGO works collaboratively to build and sustain a robust fundraising pipeline, emphasizing personalized donor relationships that foster increased philanthropic investment in the school's annual giving, current capital campaign, and special projects.

### **Key Responsibilities:**

#### **1. Donor Cultivation and Stewardship:**

- Develop and manage a portfolio of approximately 150 major gift prospects, focusing on individuals and organizations with the capacity to make major and transformative gifts.
- Cultivate relationships through personalized engagement strategies, ensuring alignment with the school's mission, values, and vision.
- Engage alumnae, parents, grandparents, and other supporters, fostering connections to inspire giving.
- Organize and participate in events that offer networking opportunities and meaningful connections between donors and the school.

#### **2. Solicitation and Fundraising Strategy:**

- Partner with the Director of Advancement and President to set annual and multi-year fundraising goals, with a focus on major unrestricted and restricted and planned gifts.
- Develop tailored cultivation, stewardship and solicitation strategies for each major donor, ensuring they align with school funding needs and donor affinities.
- Participate in all stages of the gift cycle, including identification, qualification, cultivation, solicitation, and stewardship.
- Leverage digital and traditional tools and storytelling to communicate the impact of major gifts on the school community.

#### **3. Collaboration and Coordination:**

- Work with faculty, staff, and board members to identify prospective major donors and create partnership opportunities.
- Collaborate with the Marketing team to develop materials, including brochures, impact reports, and event content, that support fundraising goals.
- Engage alumnae networks, and other volunteer groups to enhance outreach and relationship-building efforts.
- As a member of the Advancement team be available to support other team member events and initiatives, particularly those with a focus on major gifts and donors.

#### 4. Record-Keeping and Reporting:

- Maintain accurate and up-to-date records of all donor interactions and activities in the schools RE/NXT system, adhering to confidentiality and privacy standards.
- Prepare regular reports for the Advancement Office, Advancement Committee, and Board on progress toward goals, donor interactions, and the overall success of major gift efforts.
- Monitor and analyze fundraising trends and best practices, adjusting strategies as needed to maximize outcomes.

#### Qualifications:

- **Education:** Bachelor's degree required; CFRE certification a plus
- **Experience:** Minimum 5 years in non-profit fundraising preferably in education; major gift experience also a plus. We also welcome applicants with backgrounds in sales, customer service, client relations, or other professions that emphasize relationship building and strategic communication. A demonstrated ability to cultivate and steward long-term relationships with clients, customers, or donors is highly valued.
- **Skills:**
  - Excellent interpersonal and communication skills, with the ability to convey the mission and core values of Mercy McAuley.
  - Strong organizational skills with the ability to prioritize multiple projects and meet deadlines.
  - Experience with CRM and proficiency in Microsoft Office Suite.

#### Personal Qualities:

- Deep respect for Catholic, Mercy education, and the mission of empowering young women.
- Discretion, integrity, and professionalism in handling confidential donor information.
- Strategic and creative thinker with the ability to identify and maximize opportunities for donor engagement.
- A team player and 'people person' energized by social gatherings and collaboration.
- Willingness to work 'in person' on a daily basis; and nights and weekends as needed.

#### Compensation and Benefits:

- Competitive salary based on experience and qualifications.
- Comprehensive benefits package including generous health, dental, and retirement plans.
- Paid time off, including 14 holidays, 15 sick days, 10 vacation days, and two personal days annually, along with professional development support.
- Tuition credit if applicable.

#### How to Apply:

Interested candidates should submit the following:

- A cover letter explaining interest in the position and commitment to the values of Mercy education.

- A current resume/CV.
- Contact information for three professional references.

Please email all application materials to Mandy Merz, [merza@mercymcauley.org](mailto:merza@mercymcauley.org)