



Morristown Beard School

Director of Philanthropic Engagement

Full-time, 12-month position

The Director of Philanthropic Engagement will be responsible for securing leadership gifts to the School by identifying and cultivating relationships with current parents, parents of alumni, and prospective major gift donors. Developing relationships with existing donors and cultivating new prospects, they will solicit gifts to support The MB Fund — the School's annual fund, capital projects and campus improvement projects, as well as major gifts for the next comprehensive campaign at Morrystown Beard School. This involves prospect research, executing effective solicitation strategies, and stewarding donors throughout the giving process. Reporting to the Chief Advancement Officer, the Director of Philanthropic Engagement will actively build and manage a robust portfolio of donors, creating a strong donor pipeline, and building a culture of philanthropy.

The Director of Philanthropic Engagement is a frontline fundraiser with a strategic mindset, exceptional communication skills, and a passion for education and philanthropy. The ideal candidate is a relationship builder with a proven track record of achievement and a demonstrated aptitude for raising money. This position is a full-time, 12-month position and works in collaboration with the other members of the Advancement Team on all fundraising efforts..

RESPONSIBILITIES

- Identify, cultivate, solicit and steward a portfolio of major gift prospects with a focus on current and alumni parents; develop strategies to generate higher levels of giving
- Conduct research of all prospects including current families, alumni parents, foundations and corporations for potential engagement and stewardship
- Develop and implement a comprehensive stewardship plan that includes long-term fundraising strategies for each identified donor
- Maintain timely records of contact with prospects; conduct visits and coordinate outreach with other frontline fundraisers on the Advancement Team
- Create and implement a visitation plan for prospects and donors; prepare detailed visit briefings, strategy documents, solicitation proposals, and stewardship reports
- Develop materials aimed at individual donors and prospects, such as highly personalized proposals aligned with donor interests and programmatic priorities, thus fostering increased levels of giving from donors
- Organize donor cultivation and recognition events, such as small breakfasts and dinners with the Head of School and Senior Leadership Team; Spend a minimum of 60% of the time out of the office meeting with potential donors

QUALIFICATIONS

- Demonstrated knowledge of the principles of fundraising with a successful record of closing six and seven figure gifts
- Excellent oral and written communication skills; ability to present complex information in a clear and compelling manner in writing and in person
- Ability to analyze data and information to develop effective strategies; Demonstrated capability in strategic planning, data analysis, solicitation, project management, and volunteer management
- Experience with a comprehensive capital campaign, working with senior management and donors
- Initiative and the ability to work both independently and collaboratively within a multi-faceted team environment
- Must be an articulate spokesperson, able to speak convincingly, knowledgeably and passionately about MBS both publicly and privately, demonstrating a persuasive, appealing and sincere personality

REQUIREMENTS

- A bachelor's degree with a minimum of five years experience in major gifts and/or campaign management, preferably in an independent school or university setting
- Knowledge of Blackbaud Raiser's Edge NXT
- Proficiency in Microsoft Office and Google Suite platforms
- Valid driver's license
- Ability and willingness to travel extensively (30-40% of working days)
- Occasional weekends and nights required
- Ability to work with a wide range of individuals
- Initiative, persistence, resilience, and entrepreneurial spirit
- Ability to work independently and create and implement a demanding timetable
- Discretion and ability to maintain confidentiality

PHYSICAL DEMANDS & WORKING ENVIRONMENT

The working environment is an office and school environment on a 22-acre campus. The ability to occasionally lift files and storage boxes, walk up and down stairs, attend meetings in varying locations throughout campus, and continually use computers and related office equipment is required. Not all buildings on campus have elevators.

BENEFITS

Full-time MBS faculty and staff are eligible for a robust benefits package beginning on their first day of employment. Highlights of our benefits include:

- Comprehensive insurance plan (medical, dental, vision and prescription drug coverage) with generous employer contributions
- 403(b) retirement plan with employer contribution and immediate vesting
- Life insurance
- Short- and long-term disability insurance
- Employee Assistance Program (EAP)
- Tuition Remission
- Summer camp remission
- Lunch provided for all employees
- Pet insurance discount program

SALARY RANGE

\$90,000 - \$115,000

HOW TO APPLY

Qualified candidates should email their resume and cover letter to advancement@mbs.net. Candidates who have previously submitted materials for prior opportunities will continue to have their materials on file and considered as part of the review process and do not need to reapply unless they wish to submit updated information. Due to the volume of inquiries received, we are unable to respond to telephone inquiries regarding applications or positions status.

Morristown Beard School is an Equal Opportunity Employer and considers all qualified applicants without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, or expression, national origin, age, disability, genetic information, veteran status, or any other protected status under applicable law.