



Major Gifts Officer

POSITION

Saint Thomas Academy is seeking a Major Gifts Officer to advance the mission of the academy. The Major Gifts Officer is responsible for building and executing annual plans for major gifts and planned giving. This is a full-time, exempt position reporting to the Director of Advancement. The qualified candidate will embrace the mission of Saint Thomas Academy.

REPRESENTATIVE RESPONSIBILITIES

Management

- Develops and implements an annual plan for major gifts, planned giving, and annual giving operations in supervision of all annual giving officers.
- Participates in Advancement Team and with the campaign leadership as required.
- Provides strategic information and guidance to assist in developing goals, plans, and procedures.
- Manages the affairs of the department assigned to his/her responsibilities including budgeting and program direction.
- Organizes or participates in other initiatives to promote the organization and philanthropy.

Leadership

- Provides effective training, support and leadership to capital campaign volunteers and leaders to meet annual and long-term financial goals.
- Actively seeks out opportunities to be involved in the community, acts as an ambassador for philanthropy.
- Maintains and enhances the credibility of the organization's roles.

Fundraising

- Develops strategies and approaches to generate ever-higher levels of giving.
- Forges relationships with donors and sows the seeds for annual donors to perpetuate their giving through planned gifts.
- Ensures that all major and planned giving donors receive appropriate, consistent recognition and an accounting of the impact their gift has on community needs annually.
- Prospects by making personal calls on donors and their financial advisors year around to ensure a growing base of support.

Innovation

- Works with the Advancement Staff, develops innovative recognition opportunities and materials and events for continuity and donor stewardship.
- Creates strategies to market to major donors.
- Performs other related duties as assigned.

GENERAL RESPONSIBILITIES

- Employment in and by the Catholic Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese of St. Paul and Minneapolis, nor can it embarrass the Church or give rise to scandal. This position does not require that the employee be a Catholic. It is expected that all employees respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practice of employees not of the Catholic faith will be provided.
- In support of the mission and goals of Saint Thomas Academy, employees will follow all school policies and procedures.
- Support Saint Thomas Academy and the Archdiocese of St. Paul/Minneapolis' mission and goals and actively articulate them to the Saint Thomas Academy constituents and the wider community.

JOB QUALIFICATIONS

- Degree in a related field or an equivalent combination of training and experience.
- Individual must possess 3-5 years combined leadership and major gift fundraising experience in a not-for-profit organization.
- Proven fundraising, leadership and consensus building skills. Proven negotiation and mediation skills.
- Results-oriented and proven track record in establishing and achieving ambitious goals.
- A keen understanding of the role and importance of a leading college preparatory independent school.
- Superior ability to establish donor relationships quickly and easily and earn donor's confidence and trust.
- Experience working with volunteers.
- Articulate communicator in both speaking and writing.
- Strategic and analytical thinking.
- Ability to plan, set and meet deadlines.
- Operate autonomously and in a directed team effort.
- Professional demeanor and appearance.
- Attention to and respect for confidentiality.
- Ability to travel and maintain a schedule that requires occasional evening and weekend work.
- Detail-oriented.
- Enthusiasm and a sense of humor.

BENEFITS OFFERED

- Four health insurance plan options, including PPO and HSA-eligible options, for individuals and families, along with dental, vision, and FSA plans.
- Sick and vacation time, personal day and paid holidays provided
- 403(b) and Roth Retirement Savings Plans with employer-match after 6 months.
- Tuition Remission
- Employee Assistance Program
- Voluntary Life/AD&D
- Voluntary Add-on insurance - Critical Illness, Accident, and Hospital

SALARY RANGE

\$90,000–\$115,000 annually, commensurate with experience

TO APPLY

Qualified candidates should send a cover letter that includes a statement reflecting on the four pillars of the school, which are detailed at <https://www.cadets.com/who-we-are/mission-vision>. Along with the cover letter, applicants should also send a resume and references to:

Human Resources at HR@cadets.com or mail to 949 Mendota Heights Road, Mendota Heights, MN 55120

Position will remain open until filled.