GERMANTOWN ACADEMY



Major Gifts Officer

Opportunity Statement

Immediate Hire | Fort Washington PA

DovetailED Talent Sourcing



About Us

Germantown Academy is an independent, coeducational, college preparatory day school located on a beautiful 126-acre campus in the Fort Washington suburbs near Philadelphia, Pennsylvania. The school serves more than 1,200 students in grades PK-12. Founded in 1759, GA is America's oldest non-sectarian day school with rich traditions and a strong commitment to ongoing innovation of curricular and pedagogical practices.

Germantown Academy is committed to the work of equity and inclusion and believes that equal opportunity in all aspects of employment supports the mission of the school and the successful attainment of our strategic objectives. Candidates must exhibit an appreciation of, a sensitivity to, and a respect for a diverse academic environment, inclusive of students, faculty, and staff of varying socioeconomic, cultural, ideological and ethnic backgrounds.

To learn more, visit germantownacademy.org



Position Purpose

Reporting to the Senior Associate Director of Institutional Advancement, the **Major Gifts Officer** at Germantown Academy will serve as a primary fundraiser for the office, securing philanthropic support from a variety of targeted groups of constituents.

We are seeking candidates for a full-time position to join our community immediately. This is a 12-month position with an excellent array of benefits and a competitive salary.

- **Reports to:** Senior Associate Director of Institutional Advancement
- **Status:** Full-Time, Fiscal Year
- **Start Date:** Immediate Hire



Core Job Responsibilities

- Actively manage a portfolio of 100+ prospects who have the capacity to make major gifts of $25,000+ to Germantown Academy.
- Responsible for soliciting all types of philanthropic support for the institution; Annual Fund, restricted gifts, EITC/OSTC support, and capital and endowment gifts as part of larger campaigns.
- Identify prospects and conduct regular face-to-face visits for the purposes of cultivation, solicitation, and stewardship. Complete a monthly visit goal of a minimum of five (5) prospect contacts, and record and circulate corresponding documentation.
- Oversee the fundraising of assigned reunion classes and the personal solicitation of leadership gift prospects.
- Assist the Director of Institutional Advancement and Senior Associate Director of Institutional Advancement with additional projects as needed.
- Develop and execute multi-year engagement strategies that move prospects and donors through the full giving lifecycle.
- Craft compelling proposals and gift agreements that align donor interests with institutional priorities.
- Partner with Advancement leadership to shape portfolio strategy, strengthen the pipeline, and identify opportunities for qualification, cultivation, solicitation, and stewardship.
- Leverage data, prospect intelligence, and qualitative insights to prioritize activity and inform strategy.





We are seeking candidates who have...

- Successful track record of closing five-figure gifts or more.
- Proven success managing and prioritizing all tasks associated with gift work including developing and implementing a leadership gift prospecting plan to identify and qualify new major donors, writing successful and compelling proposals.
- Superior interpersonal skills, both verbal and written. The ability to listen carefully and understand constituents' needs, both internally and externally, and proactively respond to those needs in a consistent and timely manner.
- Ability to handle multiple projects in a fast-paced environment, independently and collaboratively.
- Detail-oriented with sensitivity to priorities, deadlines, and confidentiality.
- Conducts oneself professionally in all aspects of language, attitude, appearance, and deportment.
- Demonstrate a collaborative and growth mindset as a colleague and professional.
- Possess the cultural competency necessary for working with a diverse population in an equitable and inclusive community.
- Interest in becoming actively involved in the vibrant life of the school and community.
- Ability and enthusiasm to travel, work evenings and weekends when necessary.
- A bachelor's degree and at least five years of experience in advancement work or related fundraising work are required.



How to Apply

Germantown Academy has engaged DovetailED to lead this search. Interested candidates should email a cover letter (addressed to Director of Human Resources, Rachel Elwood), a resume, and a list of at least three professional references consolidated as a single PDF document to Zack Lehman at zack@dovetailedsourcing.com. *Please do not contact the school directly.*

About OIA at GA:

Germantown Academy's Advancement team is a fourteen-person office comprised of Development and Communications & Marketing professionals united by a shared commitment to building meaningful relationships, engaging the school community, and inspiring philanthropy. Working collaboratively across disciplines, we connect alumni, parents, grandparents, and friends to the School's mission, ensuring philanthropic support enhances opportunities for students and faculty while strengthening academics, athletics, the arts, and financial aid.

The following accomplishments reflect the generosity of the GA community and the impact of a thoughtful, relationship-centered Advancement program:

- Recent completion of the *Our Moment and Play Seriously!* Campaigns raising $31.5M for endowment and capital projects, including a state-of-the-art Health and Wellness Center and a new Lower School Playground.
- The FY26 Annual Fund raised $1.3M from generous and loyal GA donors.
- The extraordinary growth of participation in the PA EITC/OSTC Tax Credit programs raised $4.5M in FY26 for deserving students.
- Germantown Academy's endowment reached a school history high of $63M.

GERMANTOWN ACADEMY *Founded in 1759*
340 Morris Road • Fort Washington, PA 19034-0287

Living and Working in Fort Washington, PA

Located just north of Philadelphia in Montgomery County, Fort Washington is a suburban community known for its convenient location, green spaces, and strong business presence. With a mix of residential neighborhoods and corporate centers, the area offers a balanced lifestyle with easy access to both nature and urban amenities.



Highlights

Outdoor Recreation: Home to Fort Washington State Park, the area offers trails, open fields, and scenic spaces for walking, hiking, and picnicking.

Business & Accessibility: A hub for corporate offices with direct access to major highways, including the Pennsylvania Turnpike, making commuting throughout the region convenient.

Proximity to Philadelphia: Just a short drive or train ride to Philadelphia, providing access to cultural attractions, dining, and professional opportunities.

Dining & Local Amenities: Nearby restaurants, shopping centers, and everyday services support a comfortable and convenient lifestyle.

Connected Location: Regional rail options and major roadways offer easy travel across the greater Philadelphia area.

With its blend of suburban convenience, green space, and access to the city, **Fort Washington offers a well-connected and comfortable place to live and work**.