



CANTERBURY SCHOOL

Position: Leadership Gift Officer

Reports to: Chief Advancement Officer

Position Summary: The Advancement Office is responsible for cultivating and expanding philanthropic support among alumni, parents, past parents and friends of Canterbury School. The **Leadership Gift Officer** is responsible for identifying, qualifying, cultivating, soliciting, and stewarding a portfolio of leadership-level (\$1,915+) donors and reunion prospects.

The ideal candidate is a strategic relationship builder with the confidence to inspire meaningful philanthropic investment through personalized, in-person engagement. This position requires regular travel approximately 30-40% of the time, and includes some evening and weekend responsibilities.

Essential Responsibilities:

- Manage a portfolio of 125-150 leadership-level donors and prospective donors, with an emphasis on acquiring new donors, reactivating lapsed donors, and upgrading existing donors.
- Build and strengthen relationships through personalized outreach, including face-to-face visits, phone calls, zooms, and meaningful donor encounters.
- Devise individual engagement strategies for each prospect, with the goal of soliciting annual gifts (\$1,915+) and multi-year pledges (\$10k+).
- Monitor progress toward fundraising goals, providing regular updates to internal stakeholders and volunteers.
- Collaborate with Advancement colleagues and campus partners to ensure consistent strategy, messaging, and donor experience.
- Meet or exceed individual fundraising goals while contributing to broader advancement and reunion fundraising objectives.

Skills and Abilities:

- Authentic desire to work in an independent school environment, and willingness to travel extensively to strengthen relationships with donors and prospective donors.
- Adhere to ethical fundraising practice, including transparency, confidentiality, and respect for donor intent, while upholding the highest standards of integrity and professionalism.
- Highly organized, proactive and self-motivated, with a willingness to initiate outreach and pursue new opportunities.
- Excellent interpersonal, communication and listening skills, with the ability to build rapport quickly and effectively.
- Independent secondary school or higher education experience preferred.
- Bachelor's degree and a minimum of two years of fundraising experience required.