Job Description: Major Gifts Officer
FSLA: Exempt
Date: 10/21/2026
Salary Range: $90,000-$120,000

Join us at Notre Dame Academy - Hingham, an all-female college preparatory high school dedicated to empowering young women in grades 6-12. As a vibrant Catholic learning community sponsored by the Sisters of Notre Dame de Namur, we focus on personal faith formation, academic excellence, and social responsibility.

Overview:

The Major Gift Officer at Notre Dame Academy is a key member of the Advancement team, and works under the supervision of the Executive Director of Advancement and partners with the President to advance the School's comprehensive fundraising efforts. The Major Gift Officer is responsible for identifying, cultivating, soliciting, and stewarding major gift donors in support of the Academy's mission and strategic priorities rooted in the hallmarks of the Sisters of Notre Dame de Namur.

This role plays a critical part in building a strong pipeline of major donors by deepening relationships with alumnae, parents, grandparents, and friends of the Academy.

Responsibilities:

Major Gift Fundraising

- Manage a portfolio of approximately 100–150 major gift prospects and donors
- Develop and implement individualized cultivation, solicitation, and stewardship strategies
- Solicit and close 5-6 figure gifts for Annual Fund and Capital/Endowment purposes
- Meet or exceed annual fundraising goals and performance metrics
- Prepare and present gift proposals aligned with institutional priorities
- Build meaningful, mission-driven relationships with alumnae, parents, grandparents, trustees, and friends
- Conduct regular in-person visits and personalized outreach
- Engage prospects through campus visits, events, and volunteer opportunities
- Ensure timely and thoughtful stewardship, including impact reporting and donor recognition
- Serve as an ambassador for Notre Dame Academy, articulating its mission, vision, and funding priorities
- Other duties as assigned

Partnership with Executive Director of Advancement

- Align major gift strategies with overall Advancement goals and the Academy's strategic plan
- Collaborate on building and strengthening a sustainable major gift pipeline through coordinated annual fund and engagement efforts
- Provide insight and strategy on donor capacity, readiness, and engagement opportunities
- Campaign planning and execution
- Work with the Advancement team to identify, research, and qualify new major gift prospects
- Leverage data and relationships to expand the donor base and increase giving levels
- Partner with Advancement colleagues on annual giving, alumnae engagement, parent programs, and events to identify and cultivate prospects
- Collaborate with the President, Executive Director of Advancement, and volunteer leaders on donor strategy and engagement

Data Management & Reporting

- Maintain accurate and up-to-date records of donor interactions in the Advancement database (Bloomerang preferred)
- Track progress toward fundraising goals and portfolio activity
- Prepare donor briefings, reports, and pipeline updates in collaboration with the Executive Director of Advancement
- Ensure adherence to best practices in donor confidentiality and data management

Qualifications:

- Bachelor's degree required
- 5–7 years of experience in fundraising, with a focus on major gifts
- Demonstrated success in cultivating, soliciting, and stewarding donors
- Strong interpersonal, relationship-building, and communication skills
- Ability to work both independently and collaboratively in a team environment
- Strong organizational skills and attention to detail
- Experience with donor databases and fundraising software (Bloomerang preferred)
- Commitment to the mission and values of Notre Dame Academy and Catholic education

Key Competencies:

- Strategic thinking and donor-centered approach
- Collaboration and partnership with leadership
- Discretion, professionalism, and integrity

- Initiative and results orientation
- Ability to engage and inspire philanthropic support
- Flexibility to work some evenings/weekends for school events.

Interested candidates should send cover letter and resume to Debbie Perry, Director of Human Resources at: dperry@ndahingham.com

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