THE SUMMIT
COUNTRY DAY SCHOOL

Major Gifts Officer

Overview:

The Summit Country Day School seeks a dynamic and experienced Major Gift Officer to join the Development team for purposes of supporting school fundraising efforts. Reporting to the Development Director, the Major Gift Officer will be responsible for cultivating, soliciting, and stewarding major gift donors to support the school's strategic priorities, including its upcoming campaign. The ideal candidate will have a strong track record in major gift fundraising, campaign experience, and a passion for mission-driven organizations.

Major Responsibilities

- Develop and execute strategies to identify, cultivate, solicit, and steward major gift prospects with the capacity to make leadership gifts of $10,000 or more.
- Manage a portfolio of 40-50 donors, ensuring regular and meaningful engagement to deepen relationships with the school.
- Build meaningful relationships with assigned prospects and donors in the portfolio, conducting face to face donor visits.
- Develop and implement personalized stewardship plans for donors.
- Assist in the prospect research data collection and engagement process as a part of the major donor solicitation strategy.
- Work collaboratively with the Head of School, Board of Trustees, Assistant Head of School for Advancement and Community Engagement, Development Director, and campaign volunteers to advance fundraising priorities.
- Assist in the planning and execution of the school's annual fundraising efforts, and capital campaign, ensuring alignment with strategic goals and donor engagement strategies.
- Develop compelling proposals and presentations for major gift solicitations.
- Partner with the Development team to coordinate donor engagement efforts, including events, stewardship activities, and targeted communications.
- Utilize the school's CRM system to track donor interactions, manage prospect pipelines, and generate reports on fundraising progress.
- Maintain a high level of professionalism, integrity, and donor confidentiality.

Qualifications

- Bachelor's degree required; advanced degree or CFRE certification preferred.
- 5-7 years of fundraising experience, specifically in major gifts, with a demonstrated history of securing five to six-figure gifts.
- Previous experience working on annual fundraising campaigns, capital campaigns, preferably in educational or non-profit sectors.
- Proven ability to build relationships with high-net-worth individuals and secure philanthropic investments.
- Strong written, verbal, and interpersonal communication skills.
- Ability to work both independently and collaboratively within a team-oriented environment.
- Proficiency with donor management systems (e.g., Raiser's Edge, Veracross, or similar CRM software).
- Willingness to work occasional evenings and weekends to support donor engagement and special events.