

**DIRECTOR OF MAJOR GIFTS**  
**Job Description/Overview of Responsibilities**



**POSTING DATE:** July 1, 2017  
**POSITION TITLE:** Director of Major Gifts  
**REPORTS TO:** Vice President for Development

**SUMMARY:**

Full-time, salaried, exempt, 12-month position. The Director of Major Gifts is an integral part of the St. Mary's Academy development department and reports to the Vice President for Development. This position is responsible for the strategic leadership and implementation of all aspects of a major gifts program. This individual will manage a personal portfolio of donors and secure an annual major gifts goal across all areas of giving—including special events, annual giving, endowment and capital campaign. Additional responsibilities include: strategic leadership and growth of the planned giving program and stewardship of members of the planned giving society, corporate sponsorship prospecting and solicitation, and organization of donor stewardship projects.

**PRIMARY RESPONSIBILITIES:**

- Manage a portfolio of major gift donors and prospects aiming to deepen relationships and increase giving through consistent cultivation, solicitation, stewardship and meaningful engagement
- Collaborate with the Director of Annual Giving to develop a pipeline of major gifts prospects in coordination with Assistant Director of Development and Director of Leadership Giving
- Work closely with the Director of Leadership Giving and Director of Annual Giving to design and implement a multi-year strategic development plan to grow unrestricted support for the school and increase participation across constituent types
- Lead the annual strategy and day-to-day work plan for the planned giving program
- Develop and implement strategies to increase major gift revenue across all campaign categories
- Identify best practices, opportunity for capacity building and growth, solicitation strategies and stewardship for major gift program
- Play a key role in the future campus expansion campaign
- Other duties as assigned by the Vice President for Development

**QUALIFICATIONS AND SKILLS:**

- Bachelor's degree and minimum of 5 years of fundraising experience
- Proven record of successful fundraising results, including direct solicitation experience and relationship building skills
- Excellent organizational skills: ability to manage and prioritize multiple tasks with attention to detail
- Commitment to donor-centered fundraising and exemplary follow-through
- Microsoft Office and web proficiency; Raiser's Edge experience desired
- Excellent communication skills: written and verbal
- Strong writing skills, with experience in writing engaging and persuasive appeals
- Ability to build strong relationships with a range of individuals
- Desire to work under deadlines in a dynamic, fast-paced, entrepreneurial environment
- Ability to maintain confidentiality of sensitive materials
- Self-directed, team player, accountable for scope of responsibility
- Willingness to work some evenings and weekends
- Desire to support the mission of St. Mary's Academy

**Salary and Benefits:**

Salary commensurate with qualifications and experience. Excellent benefits include medical, dental and vision coverage, retirement, life insurance, holidays, vacation and sick leave.

**To Apply:**

Position is open until filled. Review of resumes will begin June 26, 2017. Qualified applicants may submit resume, cover letter, three professional references and salary history/expectations to Annie Diess, development associate at [annie.diess@smapdx.org](mailto:annie.diess@smapdx.org) . No phone calls please.