



Position Posting

Job Title: Director of Major Gifts

Date Created: September 2020

FLSA: EXEMPT

Department: Advancement

Reports to: Director of Advancement

Job Summary:

The Governor's Academy is at an exciting point in its distinguished history, deep into an historic comprehensive fundraising campaign. The Academy seeks an experienced development professional ready and willing to embrace this opportunity as an integral member of the Advancement team. This development professional will play an essential role in advancing the school's mission and educating its constituency about institutional priorities and the importance of philanthropic support to meet those priorities.

The Director of Major Gifts will focus on identification, cultivation, solicitation and stewardship of major gift prospects and donors, and work in collaboration with other members of the development team to meet the School's fund-raising objectives. In addition, the Director of Major Gifts will manage a major gift officer, a coordinator of major gifts, and prospect research. The Director of Major Gifts reports directly to the Director of Advancement.

Essential Job Duties and Responsibilities

- Define strategy and oversee execution for a sophisticated major gift program rooted in best practices in developing prospects and successfully advancing through the stages of major gift solicitation.
- Develop and execute strategies to secure support from individuals at the major gift level (\$50,000 and above) as part of a comprehensive fundraising plan.
- Create meaningful opportunities for major gift prospects to engage with the life of the Academy through events, programs and volunteerism.
- Identify, cultivate, steward and solicit a personal portfolio of 100-125 major gift prospects; establish and maintain long-term donor relationships.
- Prepare reports, briefing materials, correspondence, proposals, and related documents for solicitation of major gift prospects.
- Schedule and script joint visits with the Head of School, Director of Advancement, faculty, and key volunteers when appropriate.
- Establish clear and measurable goals and key performance indicators for the major gift team.

- Oversee Prospect Research; provide direction and expertise to develop a robust gift pipeline; develop best-in-class research tools for major gift program, including prospect research profiles.
- Manage a major gift officer(s) and drive to develop him/her to the greatest heights of achievement and professional success.
- Manage a major gift coordinator; leverage this newly created position to maximize the overall performance of the major gift program.
- Attend and staff events as required, including weekends and evenings.
- Understand and embrace the culture of a selective, fully residential secondary school and effectively articulate the Academy's mission to alumni, parents, and friends.
- Work effectively with others and perform to the best of personal abilities to successfully accomplish individual, departmental, and school goals.
- Regular contact with members of the Governor's community.
- Significant travel, as necessary, to accomplish above.
- Other duties as assigned.

Qualifications and Skills Required for Position:

- 6-8 years of development experience in major gifts or a related field.
- Demonstrated ability to personally and effectively cultivate, solicit and close philanthropic gifts.
- A proven track record in successful staff management and mentorship.
- Demonstrated experience or aptitude to succeed through team leadership and personal action.
- Ability to interact with all levels of the Academy community – the Head of School, faculty and staff, the Board of Trustees, alumni, parents and friends of the Academy.
- An open, creative, professional and collaborative style.
- Excellent oral and written communication skills.
- Excellent computer skills including experience with fund-raising database. Raiser's Edge experience preferred.
- A strong commitment to education generally and to boarding schools specifically. Governor's Academy alumni are encouraged to apply.
- Creative ability, a positive outlook, and a sense of humor.
- A high level of integrity and an extraordinary work ethic.
- Travel – including overnight travel – is required, both locally as well as out of state. Night and weekend work is required for events and donor engagements, both on campus and off, including out of state.
- Experience managing a budget.
- Must be able to work collegially; must be committed to working in a diverse community and have the ability to communicate effectively with diverse populations; must enjoy working with young people in a boarding school environment.
- A demonstrated interest in social justice, equity, diversity and inclusion work.
- Participates in professional development as related to justice, equity, diversity and inclusion work.
- Successful completion of a criminal records background check.

Supervisions of Others

- This position supervises the Director of Prospect Research, a Major Gifts Officer, planned giving, and donor relations/stewardship.

To Apply

To apply for the Director of Major Gifts position, please click [here](#).

Nothing in this Job Description restricts The Governor's Academy's right to assign or reassign duties and responsibilities to this position at any time. This position is at will, which means that it can be terminated by the employee holding the position or by the Academy at any time, with or without notice or cause.

Applicants for employment are considered without regard to race, color, religion, sex, pregnancy or a condition related to pregnancy, sexual orientation, gender identity, national origin, ancestry, genetic information, age, physical or mental disability, status as a veteran or being a member of the Reserves or National Guard, military service, application for military service, or any other category protected under state or federal law. If you wish to request a reasonable accommodation to complete this application, interview for the position, or otherwise participate in the hiring process, please notify us. We will consider all such requests in accordance with applicable law.