

Director of Major and Planned Giving

Reports to the Director of Advancement

St. John's School seeks a seasoned, highly collaborative fundraiser as its next Director of Major and Planned Giving. Reporting to the Director of Advancement, the new Director will be responsible for providing strategic direction for the achievement of principal and major giving goals. The Director will collaborate with frontline fundraisers to develop engagement and solicitation strategies for established comprehensive campaign priorities while overseeing direct management of the Planned Giving program. The successful candidate will carry a portfolio of 80-100 of St. John's School's prospects and donors, as well as support the fundraising efforts of the Director of Advancement and Head of School.

The ideal candidate will be an exceptional relationship-builder and senior leader with excellent communication skills who understands and embraces St. John's mission. They will work to establish a culture of teamwork, trust, collegiality, and accountability within the Advancement team.

Specific Duties and Responsibilities:

- In partnership with the Associate Director of Advancement, manages the Principal and Major Gifts program; sets clear program priorities and objectives; creates short and long-term strategies; ensures that appropriate systems and procedures are in place to research, cultivate, and acknowledge major donors; monitors and evaluates progress at regular intervals
- Manage a personal major gifts portfolio of 70-90 donors and prospective donors
- Individually accountable for determining target ask amounts for individual prospects based on engagement, capacity, and giving history
- Attend regular cultivation and solicitation strategy meetings for team members carrying a portfolio
- Assist in establishing, and responsible for meeting, individual and team Key Performance Indicators each fiscal year
- Complete timely call reports for qualified donor visits
- Attend key donor/prospect stewardship events throughout the year
- Identify opportunities to highlight and steward major donors throughout the year
- Familiarize self with the history of St. John's School and its fundraising priorities
- Oversee strategy and marketing program for planned giving society
- Manage future MGO hire(s)
- Manage major and planned giving budgets
- Perform additional duties and responsibilities as required

Skills/Qualifications

- Bachelor's degree from four-year college or university
- Demonstrated success in fundraising as an employee for a non-for-profit institution with preference given to experience in educational or healthcare related fields

- Must be proactive and able to work independently with minimal supervision
- Ability to effectively and efficiently organize and prioritize workload to meet constantly changing demands
- Must demonstrate keen attention to detail and strong organizational skills
- Exceptional verbal and written communication skills; ability to communicate with advancement staff, faculty, administrators and donors; ability to present complex information in a clear and compelling manner in writing and in person; ability to document meetings, write briefings, proposals and stewardship reports
- Must demonstrate leadership qualities and be a team player
- Willingness and ability to learn to use the CRM tool and other aspects of the database as needed

To Apply:

Please send a cover letter, resume, and contact information for three professional references to dromero@sjs.org. References will not be contacted without candidate permission.