



Director of Major Gifts - starts June 1, 2022

Reports to: Executive Director of Institutional Advancement

Position Summary:

The Director of Major Gifts will be responsible for developing, maintaining, and increasing major philanthropic contributions to Episcopal. The position will work collaboratively with the Executive Director of Institutional Advancement to run an efficient and successful planned \$30 million capital campaign. At the campaign's conclusion, the Director of Major Gifts will work with constituencies which result in major gifts to The Episcopal Fund, restricted gifts for special purposes, the endowment and its endowed funds, planned giving, and any capital fund-raising activities. The Director of Major Gifts will also direct stewardship programs for major donors and their contributions to the school.

Job Responsibilities

- Maintain an active portfolio of major and principal gift prospects designed to meet annual fundraising goals and develop strategies for identification, cultivation, and solicitation of major gift prospects that will lead to gift closure.
- Develop strategies to build a pipeline of major donors.
- Plan and execute effective stewardship of major gift donors, from email follow-up to more formal stewardship activities.
- Market major gift opportunities for the school's endowment and manage relationships with the school's endowed fund donors.
- Work with the Head of School to identify prospects for planned giving and develop programs to increase planned gifts to the school.
- Work with various departments, faculty, and staff to acknowledge and involve major donors in the school's mission.
- Draft and design written proposals for funding options to major gift donors and/or foundations tailored to their interests, and secure signed agreements.
- Support grant applications as needed.
- Work with the MarComm team to ensure publicity for major gift donors in the appropriate school communication channels and write articles as needed.
- Review pledge reminders for all major gifts to ensure timely collection according to the pledge period specified.
- Work with the Director of Special Events, Director of Alumni Relations, and Director of The Episcopal Fund to ensure coordination of donor solicitation and to prevent simultaneous asks of the same donors.
- Review reports from Database Manager to ensure that pledges and contributions are accurately registered and provide direction to the Database Manager on configuration of data in Veracross to best serve the Advancement Office.

- Work collaboratively with the Executive Director of Institutional Advancement and capital campaign chairs to run a successful capital campaign concluding in the spring of 2023.
 - Schedule committee meetings, notify committee members of meeting dates and locations, create and distribute meeting agendas, and take meeting minutes.
 - Generate proposals written by the Executive Director of Institutional Advancement for lead and major donors or campaign committee members and assemble packets for campaign solicitations.
 - Assist in scheduling and executing donor events throughout the campaign
 - Generate donor profiles and wealth screening reports from the database and add relevant data to donor records as needed.
 - Work in conjunction with the Executive Director of Institutional Advancement to ensure documentation of pledged commitments, signed gift agreements, acknowledgements, and ongoing naming opportunities.
 - Complete the planned capital campaign by overseeing the final solicitations during the campaign's public phase to ensure success.
 - Plan and execute stewardship activities for the campaign's major donors, including naming opportunities, ribbon-cutting events and/or dedications.
- As a member of the Advancement team, perform other duties as requested by the Executive Director of Institutional Advancement.

Qualifications:

Experience with fundraising principles and best practices.

Demonstrated success in closing gift solicitations.

Knowledge of database applications and strong technology skills.

High degree of initiative and strong organizational skills.

Excellent writing and speaking skills, ability to communicate effectively.

Ability to write routine reports, letters to donors, and acknowledgements.

Ability to work collaboratively with many people and manage multiple relationships and projects simultaneously.

Must be willing to work extended hours and travel as needed; some weekend work required.

High level of confidentiality and professionalism.

Bachelor's degree required.