**Georgetown Preparatory School**

Title: Major Gifts Officer  
Department: Development

Reports to: Director of Development

**Tradition**

Founded in 1789, Georgetown Preparatory is a Jesuit, Catholic college preparatory

day and boarding school for boys in North Bethesda, Maryland. Georgetown Prep’s commitment to the 450-year-old Ignatian paradigm of a rigorous liberal arts curriculum

emphasizes reflection, discernment, scholarly and programmatic excellence and

personal responsibility. The curriculum exposes students to a breadth of knowledge

and calls for critical evaluation and self-examination. Students are taught in small

classes where they participate in active discussion with teachers and an atmosphere

of genuine concern for the personal growth of the individual is fostered.

**Summary of Position Purpose**

Georgetown Preparatory School announces the position of Major Gifts Officer. The Major Gifts Officer will be an essential member of the Development Department. The Department is responsible for fundraising, alumni relations, and constituent relations for Georgetown Prep.

The School seeks an experienced and proven fundraiser to facilitate identifying, qualifying, soliciting, and stewarding donors principally for Capital Campaign support, but also for the Annual Fund and other major gift initiatives.

Duties & Responsibilities:

* Personally contacts, develops relationships, and provides professional and diligent follow-up with all members of the Georgetown Prep community in support of all school philanthropy, including Annual Fund, Major Gifts, Capital Campaign, and Planned Giving initiatives.
* Meets and exceeds revenue and outreach goals by directly soliciting gifts and taking active role in all facets of the fundraising process including prospect identification, cultivation, closing and stewarding of prospects/donors.
* Facilitates relationships between current and prospective donors and the President, Director of Development, trustees and others as appropriate.
* Actively engages in the prospect management and tracking system, including documenting all initiatives with gift prospects.
* Actively contributes to Development team planning and brainstorming sessions; generates ideas and strategies aimed to increase department efficiency and efficacy.
* Willingness to solicit planned gifts on behalf of Georgetown Prep; identifying key planned giving prospects and demonstrates an understanding of when and how to close both current and planned gifts.
* Attends all Development Office events and understands department premise that all members function as a team and share responsibilities equally.
* Prepares appropriate business plan details as part of a comprehensive Development Office business plan.
* Advises the Director of Development on matters that affect the attitudes and interests of gift prospects and their propensity to give.
* Participates in the preparation of all management giving reports, including Annual Fund, Major Gifts, Capital Campaign, and Planned gifts.
* Other duties and special projects as assigned.

Qualifications & Requirements:

* Bachelor’s degree from an accredited college or university;
* 3-5 years of development experience or sales equivalent;
* Strong experience soliciting and closing donor gifts, preferably in a school setting;
* Capital Campaign and/or Planned Giving experience a plus;
* Successful in making cold calls as well as developing cultivation and solicitation strategies;
* Exceptional interpersonal/relationship building skills; excellent planning, writing and communication skills;
* Desire to join a high-functioning and collaborative team; interested in professional development;
* Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment;
* High professional and ethical standards for handling confidential information;
* Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines;
* Excellent written, oral, and interpersonal skills; demonstrated personal solicitation experience;
* Ability to work with students, as well as volunteers of all ages;
* Willingness to work after hours and on weekends as necessary;
* High-level of computer literacy and competence required; familiarity with Veracross a plus.

Applicants should e-mail cover letter and resume to jwhite@gprep.org.

No telephone inquiries.