

**Position Description:**

Title: Advancement Officer, Leadership Giving

Status: 12 Month, Full-Time Exempt

Department: Office of Institutional Advancement and Alumni Relations

Reporting To: Chief Advancement Officer

Working Hours: 8:30 a.m. until 4:30 p.m. (Monday-Friday)

and occasional nights and weekends as necessary

Comp Time: N/A

Salary: Competitive

**Organization Description:** Our students come from all walks of life and so do Loyola Blakefield's faculty and staff.  We hire great people from a wide variety of backgrounds, not just because it is the right thing to do, but because it makes our school community stronger. There would be a loss of fidelity to our way of proceeding without a diverse teaching staff that allows our students, regardless of race, color, religion, gender, sexual orientation, national origin, genetics, or disability to see themselves in who we hire and value. As an equal opportunity employer, we stay true to our mission by ensuring, at our school we build a community of connection and belonging where everyone can become who they are meant to be.

Loyola Blakefield, founded in 1852 in Baltimore, Maryland, is a Roman Catholic Jesuit independent school for boys in grades 6 – 12. Loyola is inspired by the principles of St. Ignatius Loyola and the Society of Jesus. Our mission is to form men for others who are open to growth, intellectually ambitious, religious, loving, and committed to diversity and doing justice.

Loyola has built a strong culture of philanthropy and prides itself on a community of generous benefactors that invest in our Loyola Dons today as well as help to sustain the school for many years to come. We aim to attract passionate fundraising professionals as part of Loyola Blakefield’ s Advancement Team who not only strive to meet expectations but dedicate themselves to exceeding them.

**Job Description:**The Advancement Officer for Leadership Giving partners with the Chief Advancement Officer and members of the Office of Advancement in securing leadership-level annual gifts in support of Loyola Blakefield. This individual may travel occasionally locally and regionally (25% of their time) to identify, cultivate, solicit and steward prospective alumni, parents, alumni parents, and friend benefactors. The primary focus is on securing a targeted number of annual leadership gifts in the range of $1,500 to $5,000 as well as assisting The Advancement Team in securing many participatory gifts in support of the Loyola Fund (annual fund) and other programs and initiatives. He/she is responsible for managing approximately 150 prospective leadership benefactors, cultivating them toward solicitation and closing gifts. Additionally, this person will assist the Advancement Team with outreach for general participation support from a broader benefactor base.

**Duties and Responsibilities:**

* Identify, engage, cultivate, solicit and steward leadership benefactors to Loyola while maintaining a record of activity in Raisers Edge.
* Work with members of the Office of Advancement, alumni, parents, alumni parents, and friend volunteers in procuring annual support from both leadership-level benefactors as well as participation support for the Loyola Fund (annual fund) and other program and initiatives.
* Contribute to prospect research and portfolio management meetings with members of The Advancement Team and other staff at Loyola as appropriate.
* Assist in the process of planning and hosting various events/gatherings/giving campaigns to cultivate new leadership benefactors and grown overall philanthropic support for the school.
* Contribute and help staff Office of Advancement events as required.
* Support initiatives sponsored by offices both within the Advancement division and by those across the school.
* Perform other duties as assigned in support of Loyola Blakefield’s advancement efforts

**Qualifications and Requirements:**

* Bachelor’s degree and minimum two years of experience in fundraising, sales, business development, or related area
* Passion for fundraising and engaging personality
* Excellent organization and time management skills
* Excellent writing and communications skills
* Demonstration of tact, discretion, and good judgment in handling sensitive and confidential information
* Experience with using and maintaining database information, Raiser’s Edge or similar customer relationship management (CRM) database preferred
* Positive, creative, proactive, solution-oriented temperament is required

**Application Process:** Qualified applicants are encouraged to submit their resume with cover letter including salary requirements, writing samples, and references by July 1, 2022 for best consideration to [www.loyolablakefield.org/about/employment](http://www.loyolablakefield.org/about/employment)