

**Position Description:**

Title: Director of Major Gifts and Legacy Giving

Status: 12 Month, Full-Time Exempt

Department: Office of Advancement

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 faculty and staff body 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 Director of Major Gifts and Legacy 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 that range from $5,000 to $10,000 as well as securing major gifts for project and initiatives that range from $25,000 to $50,000. This individual may travel locally, regionally, and nationally up to 40% 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 and multi-year pledged major gifts and/or legacy gifts (planned gifts) in support of Loyola Blakefield.

Additionally, this position will lead Loyola’s Legacy Giving Program (planned giving) and lead a targeted grants process for securing gifts from corporations and foundations.

The objective of this position is to continue extending the reach of Loyola Blakefield in and out of the Baltimore region, and to add a personal relationship with our constituents. He/she will be responsible for managing approximately 125 qualified individual major gift and/or legacy gift prospects and maintain an active grants pipeline consisting of approximately 25 foundation/ charitable gift organization prospects.

**Duties and Responsibilities:**

* Identify, engage, cultivate, solicit and steward major gift and/or legacy gift benefactors to Loyola while maintaining a record of activity in Raisers Edge.
* Work with members of the school’s leadership team, key alumni, parent, alumni parent, and friend volunteers in opening doors and procuring major gifts.
* Contribute travel and prospect recommendations for the President and Chief Advancement Officer (as well as other members of Loyola’s Leadership Team as appropriate), and secure appointments. Prepare briefing materials in advance of these visits.
* Research, identify, write, manage grant writing and reporting for Loyola Blakefield in order to secure grant support from foundations and charitable gift organizations.
* Assist in the process of finding and securing hosts for Presidential and alumni events in targeted alumni communities. Staff events as required.
* Support initiatives sponsored by offices both within the Office of Advancement 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 five years major gift fundraising, sales, business development experience (closing gifts of $25,000 to $50,000+)
* Experience in grant writing and grants management
* Passion for fundraising, engaging personality, and ability to build long-lasting philanthropic relationships
* Excellent organization and time management skills
* Superior client relationship management skills, in particular working with “C” level executives, entrepreneurs, and highly visible members of the community
* Demonstration of tact, discretion, and good judgment in handling sensitive and confidential information
* Experience identifying and screening data for prospects who show wealth and inclination to give. Experience using products like WealthEngine preferred.
* Experience with using and maintaining database information, Raiser’s Edge or similar customer relationship management (CRM) database preferred
* Ability to prioritize and execute multiple tasks and projects in a dynamic, deadline-oriented environment, working with multiple team members simultaneously
* 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)