Major & Planned Gifts Officer
Reports to: Director of Major and Planned Giving

Job Summary: Major & Planned Gifts officer will assist the Board of Trustees, President, and Vice President of Advancement and Director of Major and Planned Giving in attracting major philanthropic support to meet the St. Xavier's strategic goals.

Major Job Responsibilities

Personally manage and build relationships with a portfolio of 150 or more highly rated prospects with the goal of a minimum of $1,000,000 per year in gifts to St. Xavier High School.

Devise and implement cultivation, solicitation and stewardship plan/timeline for all annual, major and deferred gift commitments from assigned prospects.

Participation as a member of the major gift team, attending the regular prospect review sessions and providing information to the moves manager in a timely fashion.

Regularly promote efforts to educate and inform St. Xavier constituents of the opportunities for annual giving as well as endowment support of St. Xavier through multiple possible methods or vehicles.

Will be available to represent St. Xavier High School at a variety of events and functions throughout the course of the fiscal year.

Qualifications/Job Requirements

The Director of Major & Planned Gifts will possess a bachelor's degree and three or more years of successful advancement experience. (Related experience in a profession with comparable personal contact will be considered.) S/he will have the ability to think strategically, to establish and cultivate strong relationships with prospective donors, and to meet established goals and objectives. S/he will have excellent written, oral, organizational and interpersonal skills and be committed to a team approach. Knowledge of computer-based data systems is essential.

A Major Gift Officer at St. Xavier will have a budget and travel as necessary to cultivate, solicit and steward major gifts. S/he will participate in professional development workshops, conferences and seminars to keep abreast of current planned giving strategies and vehicles.

The Major & Planned Gifts Officer will report directly to the Director of Major and Planned Gifts.

To apply, please visit: https://www.stxavier.org/about/employment-opportunities

CINCINNATI ST. XAVIER Est. 1831 MEN FOR OTHERS