

St. Joseph's Preparatory School

POSITION TITLE: DIRECTOR OF MAJOR GIFTS

DEPARTMENT: DEVELOPMENT

FLSA STATUS: EXEMPT

REPORTS TO: DIRECTOR OF DEVELOPMENT

ORGANIZATIONAL SUMMARY:

St. Joseph's Preparatory is a Catholic, Jesuit, independent four-year college preparatory school located on the northern edge of center city Philadelphia. Founded in 1851, this highly selective, all male school serves nearly 900 young men "to become men for and with others." Students come from diverse economic, geographic, racial and ethnic backgrounds from throughout the Philadelphia metropolitan area. The Prep develops leaders of intellectual distinction, men of faith and integrity, men who are committed to social justice and community service, men open to growth, and men who are loving. At the Prep, classroom and chapel intersect with the religious formation of mind and heart. St. Joseph's Preparatory School is committed to building a culturally diverse educational environment, with a focus on diversifying our staff. We are seeking colleagues who can work and teach in these and other areas while contributing to the diversity and excellence in our programs and courses through their research, teaching and service. As a Jesuit institution, these values are pillars of our education. We strive to establish a community more representative of the student body and city we serve.

OPPORTUNITY

Upon the completion of our most successful fundraising campaign, which exceeded our ambitious goals and strengthened our mission, the leadership of St. Joe's Prep announces an exciting opportunity to join our advancement team as a Director of Major Gifts. We are seeking a passionate and dedicated individual who is eager to contribute to our thriving advancement efforts in anticipation of our next major fundraising initiative. The ideal candidate will be a strategic thinker, an excellent communicator, and a team player with a proven track record in fundraising or sales.

POSITION SUMMARY:

The Director of Major Gifts will be responsible for qualifying, cultivating, soliciting and stewarding a portfolio of donors and prospective donors in support of approved funding priorities and outlined initiatives. The ideal candidate will be self-motivated with a proven track record of successful relationship building leading to soliciting and successfully closing philanthropic gifts. The candidate will have primary responsibility for growing a comprehensive major gifts program and spending 85 percent of their time meeting high-level donors and soliciting donations for the annual fund, capital and endowment priorities. The Director will sustain connections between the school and key constituents – donors, prospects and leadership volunteers and provide the lead assistance in cultivation of present donors while supporting the school's fundraising mission. The Director will keep donors informed, involved and close to the school and will be responsible for creating electronic communications tools for alumni, donors and friends.

KEY RESPONSIBILITIES:

- Manage a portfolio of approximately 150 major gift and planned giving prospects both locally and in regions as determined by the Vice President of Advancement and Director of Development.
- Cultivate relationships and solicit major gifts greater than \$25,000.
- Prepare proposals for specific institutional priorities and create strategies for meaningful cultivation leading to solicitations.
- Oversee and coordinate ongoing strategic communication plans with assigned prospects. Promote positive donor relations with these individuals.
- Maintain a proactive leadership role in cultivating and stewarding top donors, utilizing creativity to achieve goals.
- Maintain complete and timely records of contacts with prospects and volunteers through the Prep's CRM, Raiser's Edge.
- Achieve a personal visit goal of 12-15 visits per month.
- Achieve a high-end annual fund solicitation goal of 10 per month.

St. Joseph's Preparatory School

- Create and execute a pipeline of solicitations for the fiscal year leading to the achievement of personal and team goals..
- Meet regularly with the Vice President of Advancement, Director of Development and development team to discuss cultivation activity and report on prospect strategy.
- Attend and assist with alumni, parent and community engagement events that promote The Prep as requested. Assist with donor appreciation events as needed (President's Reception, Hall of Excellence, Father- Son Communion Breakfast, reunions, dedications, introducing sponsors to students, donor recognition, etc.)
- Have regular interaction with various departments at The Prep as means of gathering pertinent information to be used for gift solicitation and informative communications.
- Duties as otherwise assigned and determined by the Vice President of Advancement in tandem with the Director of Development.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Bachelor's degree
- Five + years of demonstrated development or sales related experience
- Experience with cultivating, soliciting and stewarding high-end annual fund and major gift donors
- A proven track record of closing high-end annual fund and major gifts in the \$25,000 range
- Experience exceeding fundraising goals
- Ability to maintain effective working relationships with donors, volunteers and staff
- Understanding of and commitment to the mission of Jesuit and Catholic education
- Demonstrated understanding of and passion for St. Joseph's Preparatory School
- Exceptional verbal and written communication skills
- Demonstrated knowledge and proficiency with the web and all new media
- Goal-oriented team player
- Willingness to travel and work nights and weekends
- Working knowledge of Microsoft Office required
- Knowledge of Blackbaud/Raiser's Edge and Google products

To be considered for an interview, please submit the following information to the Office of Human Resources at hr@sjprep.org mail to:

**Joseph Dougherty, Sr. Director, Human Resources
Saint Joseph's Preparatory School
1733 West Girard Avenue
Philadelphia, PA 19130**

Deadline Date: 8/30/2024

- **Cover letter**
- **Resume**
- **List of three references**
- **Transcripts (copies are fine)**

To be submitted upon an offer of employment*:

- **PA State Criminal Record Check (within one year)**
- **PA State Child Abuse History Clearance (within one year)**
- **FBI Fingerprint Record Check (within one year)**

**Any offer of employment is contingent upon acceptable clearances.*

For information on our mission and characteristics of the school please visit our website at www.sjprep.org

EQUAL OPPORTUNITY EMPLOYER