



MADEIRA

Title: Major Gifts Officer
Department: Development
Reports to: Director of Development

Position Purpose

The Madeira School Development Office seeks a dynamic and creative fundraiser to join this transformative and successful campaign focused on improving residential life, enhancing our athletic program, endowing our signature Co-Curriculum program, creating space for our collaborative and innovative curriculum and growing our culture of philanthropy. The Major Gifts Officer will manage a major gifts fund-raising plan, with an emphasis on individual donor relationships, solicitation activities, and stewardship of high-capacity prospects. This individual should possess a commitment to The Madeira School's mission, have a passion for education, and have the ability and talent to successfully work with colleagues, alumnae, parents, volunteers, and other members of the Madeira community.

Key Accountabilities

Fundraising

- Management of major gift portfolio of approximately 125 alumnae and parents.
- Analysis of prospect research and development of strategies for cultivation, solicitation, and stewardship plans
- Achievement of key metrics, including minimum of 30 face-to-face visits per quarter
- Working knowledge of moves management and familiarity with fundraising software; preferably The Raiser's Edge

Communications/Coordination

- Communication and advocacy on behalf of the needs of the School
- Completion of contact reports and other pertinent information following donor visits
- Coordination of appointments, including travel arrangements and reservations

Miscellaneous

- Participation in School and development-related meetings, events and other special projects
- Some evening and weekend work including time in support of the residential life program; extensive travel
- Other duties as assigned

The successful candidate will be a creative goal and team-oriented individual who can work independently and will appreciate and thrive in an independent school environment.

Position Requirements		
<ul style="list-style-type: none"> • Excellent communications and interpersonal skills; ability to be persuasive and to motivate; ability to be diplomatic • Demonstrated ability to prioritize work; results oriented • Ability to work independently and as part of a team • Strong analytical, strategic and organizational skills; attention to detail • Demonstrated ability to handle sensitive with discretion and good judgment • Willingness and ability to work occasional evenings and select weekends; travel required • Proficiency in basic data management systems and basic computer applications (e.g., Word, Excel); willingness and ability to learn additional applications as needed • Appreciation of and commitment to boarding and/or single sex education 	<p>Minimum Experience</p> <ul style="list-style-type: none"> • Five to ten years of significant Development experience • Familiarity with educational institutions, preferably Independent schools • Experience with Blackbaud Raiser’s Edge preferred; Moves Management a plus. • Demonstrated success in personally securing major gifts from \$50,000 or more from individuals, corporations, and foundations 	<p>Minimum Education</p> <ul style="list-style-type: none"> • Bachelor’s degree • Equivalent combination of education and/or experience will be considered

Disclaimer: The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required.

The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be consulted and notified of any changes before they become effective.