



MADEIRA

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

Position Purpose

The Madeira School Development Office seeks an individual to join a dynamic office of a leading independent school. 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

Skills & Knowledge	Minimum Experience	Minimum Education
<ul style="list-style-type: none"> • Excellent listening, writing, speaking and interpersonal skills; ability to be persuasive and motivating • Must be disciplined and results oriented • Ability to be diplomatic and have mature judgment • Ability to work independently, and as part of a team • Excellent organizational skills with particular ability to prioritize work • Accuracy, attention to detail and ability to follow through • Demonstrated analytical and strategic thinking capabilities • Ability to handle sensitive and confidential matters with appropriate discretion • Willingness & ability to work occasional evenings & select weekends • Proficiency in basic data management systems and basic computer applications (e.g., Word, Excel); willingness and ability to learn additional applications as needed • Willingness & ability to travel; frequent travel is required and necessary in order to achieve contact accountabilities • Appreciation of and commitment to boarding and/or single sex education 	<ul style="list-style-type: none"> • Five to ten years of significant Development experience • Familiarity with educational institutions, preferably Independent schools • Previous experience with fundraising software: Blackbaud Raiser's Edge software preferred; Moves Management a plus. • Demonstrated success in personally securing major gifts from \$50,000 or more from individuals, corporations, and foundations 	<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.