



Major Gifts Officer

Madeira is seeking a Major Gifts Officer who is a highly skilled and collaborative relationship builder and a strong communicator to serve as an active member of the advancement office. Reporting to the Director of Major and Planned Giving, the Major Gifts Officer plays a key role in advancing Madeira's philanthropic goals by managing individual relationships through the donor life cycle with a comprehensive ask (annual, major, planned gifts) using a moves management system. This position works independently and collaborates extensively with colleagues within Advancement and throughout Madeira.

Madeira is an all-girls boarding and day school with more than a century of delivering on its mission of Launching Women Who Change the World. Located just outside of Washington, DC on the banks of the Potomac River in McLean, VA, Madeira enrolls 345 students in grades 9-12.

Responsibilities include:

Fundraising

- Manage a portfolio of approximately 125 alumnae, parent and friend major gift prospects at the 5 and 6-figure level. Travel accordingly to achieve a minimum of 15 face-to-face visits per month.
- Analyze prospect research and develop strategies for prospect qualification, cultivation, solicitation, and stewardship
- Participate in pipeline management meetings to review prospect strategy and portfolio management and assignments
- Manage, train and support volunteer solicitors, parents, alumnae, Board members as assigned
- Collaborate and coordinate with annual giving, alum and parent relations colleagues
- Create visual and written collateral material for gift proposals and grants using compelling and thoughtful language in keeping with the School's mission, vision, values and priorities
- Plan and execute cultivation or stewardship events in support of development strategies for projects or campaigns
- Prepare briefing materials for senior administrators, Head of School or Board members for events and / or donor meetings
- Prepare stewardship materials for assigned donors or populations
- Engage with administrators and faculty to remain abreast of School programs and needs and to foster a culture of philanthropy
- Document all work with prospects in a timely manner in the CRM system including action reports, notes, proposals, prospect moves, etc.)

- Serve as a representative of the School and its leadership when traveling and attending events on behalf of Madeira
- Follow School guidelines for travel and timely submission of expense reports
- Participate in School and development-related meetings, events and other special projects including all-hand-on deck activities

Requirements & Qualifications

- A bachelor's degree or higher is required.
- A minimum of 5-7 years work experience in relevant fields.
- Ability to effectively interact with a variety of constituents, volunteers and co-workers in all areas of the school.
- Working knowledge of moves management and familiarity with fundraising software; preferably The Raiser's Edge
- Must have excellent written and communication skills and be able to use judgment and discretion with confidential information.
- Must be able to multitask, work in a fast-paced office and work with multiple priorities and deadlines with accuracy.
- Professionalism, discretion, and the ability to deal with confidential information are vital in this role.
- Commitment to advancing diversity, equity and inclusion in all aspects of School life