



## **Racine St. Catherine's Position Description: Director of Major and Planned Giving**

**Reports To:** Vice President of Advancement

**Overview:** The Director of Major and Planned Giving (DMPG) is responsible for overseeing a robust major and planned giving program for St. Catherine's and the St. Catherine's High School Foundation. In addition to cultivating, soliciting and stewarding a large portfolio of major donors, the DMPG is also responsible for management of the Veritas Council and Benedicta Bauer Planned Giving Society. Gift activity will be both individually and in partnership with other staff and volunteer leadership. S /he is responsible for successfully cultivating gifts of \$10,000+ for scholarship, capital improvements and endowment.

### **Key Responsibilities:**

#### **Major Gifts:**

- In concert with VP of Advancement, President, Director of Individual Giving and counsel, develop a comprehensive major gifts plan that includes identification, cultivation, solicitation and stewardship of existing and prospective major gift donors.
- Manage a portfolio of 100-150 major gift prospects with a capacity to give more than \$10,000.
- Leverage donor data and staff and volunteer networks to develop and enhance meaningful donor relationships with identified major gift prospects.
- Develop individualized plans for moving donors from discovery to solicitation to stewardship ensuring retention of each donor for repeat gifts.
- Make a minimum of 50 meaningful contacts including 12 visits each month to rated prospects and record activity in Raisers Edge.
- Effectively utilize key school events to create opportunities for donor engagement.
- Create a comprehensive stewardship and recognition program for major donors.

#### **Planned Giving**

- Develop a system for identifying and cultivating new planned giving prospects.
- Manage a portfolio of 25 planned giving prospects with a capacity to make an estate gift of \$25,000 or more.
- Create and plan engagement opportunities for Benedicta Bauer Society members (legacy society) and educational opportunities for prospective members.

### **Qualifications:**

- Bachelor's degree preferred, CFRE or Master's degree a plus.
- 7+ years of demonstrated success in fund development.
- Successful track record of closing five- and six-figure gifts
- Previous supervisory experience and project management.



- Mission-driven towards providing all families in the community with opportunities for rigorous secondary education in Catholic schools.
- Must be highly organized, detail-oriented and have the ability work within a dynamic environment.
- Must have strong written and oral communication skills.
- Must be able to maintain the highest level of confidentiality.
- Must be able to work in collaboration with diverse constituencies in a respectful manner.
- Must be willing and able to travel out of state 1-2 times per quarter.
- Ability to work flexible hours including frequent nights and weekends is required.
- Experience with Raisers Edge or similar donor software.
- Proficient in using Microsoft Office.

**Working Conditions:**

- This is a full-time, calendar-year position that requires periodic travel and some evening and weekend commitments. Working environment is generally a clean academic setting. Standing, bending, walking, walking multiple flights of stairs, lifting, lifting overhead and occasionally lifting objects up to 50 pounds are also necessary.

To apply, please e-mail resume and cover letter to [jobs@saintcats.org](mailto:jobs@saintcats.org) or mail to:

St. Catherine's  
Attn: Human Resources  
1200 Park Ave.  
Racine, WI 53403