



Director of Major Gifts

Job Description

INTRODUCTION

Bishop Feehan's Advancement Team is looking for a creative, motivated, and energetic professional to help continue its growth. Reporting to the Director of Advancement, our Director of Major Gifts will broaden and deepen our work for Feehan by identifying, cultivating and stewarding select donors, with a focus on raising annual gifts of \$5,000 or more and term gifts of \$25,000 or more. All responsibilities will connect to our team's primary values around understanding school mission, cultivating relationships throughout our communities, and providing resources to help our students experience and faculty facilitate a dynamic, high-quality Catholic education.

RESPONSIBILITIES

- Manage a portfolio of 50-75 individual major gift prospects, including alumni, parents, parents of alumni, foundations and friends of Feehan
- Support or conduct face-to-face visits, solicitations, and other high-level interactions with major gift donors and prospects either independently or along with another colleague as individual strategies may require
- Identify new sources of support from individual major gift prospects
- Participate in strategy, planning and gift solicitation for Feehan's *Daring to Believe* Campaign
- Establish new, and manage existing, corporate and foundation relationships to create opportunities for institutional support

- Collaborate with the Director of Strategic Communications on marketing and fundraising pieces specific to a major gift audience
- Collaborate with the Director of Advancement to increase membership in the Spire Society, which honors those who have included Feehan in planned or estate gifts
- Collaborate with the Director of Advancement Operations and the President's Office to ensure appropriate, meaningful donor recognition
- Collaborate with Donor Database Administrator to ensure accurate record keeping of pledges and gifts, as well as ethical handling of confidential donor and prospect information
- Stay informed about industry trends and issues, particularly relative to secondary and higher education in the United States
- Support other Advancement or school-wide efforts as assigned by the Director of Advancement or the President, including event staffing responsibilities and occasional evening or weekend duties

ABOUT US

Opened in 1961, Bishop Feehan High School in Attleboro, Mass. is a Catholic school owned and operated by the Roman Catholic Diocese of Fall River, Massachusetts. The school currently enrolls more than 1,000 students, male and female, from 50 communities in grades 9-12. Feehan has a reputation for rigorous academic standards, cutting edge technology, outstanding facilities and affordable tuition. Our educational philosophy includes helping students lead lives of faith, encouraging students to be influences for good in their communities, and facilitating students' discovery and development of their gifts and talents in service to God. Feehan supports and promotes its core values: spirituality, mercy, stewardship, integrity, respect, and excellence.

QUALIFICATIONS

- Minimum of a bachelor's degree from an accredited college or university
- Commitment to Catholic education and understanding of and belief in Bishop Feehan's mission (<https://www.bishopfeehan.com/about/mission-and->

[philosophy/](#))

- Previous experience successfully soliciting gifts described above, particularly term gifts of \$25,000 or more
- An interest in and instinct for collaboration with both other members of the Advancement team as well as alumni and parents
- Willingness, flexibility and enthusiasm to work in the Feehan community developing relationships and in Feehan offices refining systems
- Excellent written and verbal communication skills
- Proficiency in using Microsoft Office (Word, Excel) and Google (Drive, Docs, Sheets, Slides) software, including mail merges and content sharing
- Experience collecting and analyzing data to educate decision making
- Experience with or knowledge of Blackbaud and Raiser's Edge platforms is Preferred.
- Familiarity with Feehan's alumni and parent communities is helpful but not required.

Interested applicants should send a resume and letter of interest to Dave Curtis, Director of Advancement, at dcurtis@bishopfeehan.com.