



**Position Available:** Director of Major Gifts and Fundraising

St. James Academy's Director of Major Gifts and Fundraising fosters relationships with constituents, manages fundraising, and conveys the philosophy and mission of St. James Academy in their professionalism. This position reports to the Vice President of Admissions and Advancement as well as the President coordinating and integrating activities throughout the school community, infusing Catholic faith and culture into all programs.

The Director of Major Gifts and Fundraising designs, develops and implements all fundraising activities.

**Director of Major Gifts & Fundraising duties and responsibilities**

- Responsible for the comprehensive fundraising program which includes the annual fund, capital projects, major gifts, planned giving and special events.
- Responsible for overseeing the operational budget of the Advancement office
- Manage systems and software to track and cultivate donors and prospects, including our donor database and wealth screening tools
- Manage existing portfolio of donors and prospects
- Make direct, face-to-face solicitations, and assist the board and other staff with their solicitation
- Acknowledge major donors through private and public recognition
- Track and report progress using specific metrics
- Design, develop and implement major gift program
- Manage and cultivate relationships with existing major gift prospects, as well as identifying new prospects
- Empathize with donors and clearly communicate St. James Academy's mission
- Responsible for vital revenue streams, (auction, annual fund, and others)
- Oversees capital campaigns consistent with school strategic plans, working closely with consultants and capital campaign chairs
- Develops, implements, and manages planned giving program providing mechanisms for bequests, charitable trusts, and endowments
- Oversees donor and prospective donor stewardship programs
- Oversees the gift giving process and recognition program
- Collaborates with Advancement Office team members, including VP of Admissions and Advancement, Director of Grants Management, Alumni Coordinator, Director of Marketing & Design, Database Manager, Director of Integrated Marketing & Communication.
- Responsible for the overall coordination of all volunteers associated with the advancement program

## **Qualifications**

- Bachelor's degree preferably in business, marketing, public relations, sales, or a related field.
- Preferred 3 to 5 years of professional advancement experience in major gifts, campaigns or planned giving or philanthropy.
- Or preferred 3 to 5 years experience developing and implementing annual giving, special events, major gift, planned giving, and capital campaigns
- A strong commitment to and understanding of donor recognition and stewardship
- Proficiency in Microsoft Outlook, Word and Excel required
- Understanding/Experience of MAC applications and constituent software
- Excellent interpersonal, oral and written communication skills
- Must be organized and have the ability to prioritize and meet deadlines, think strategically and work independently
- Ability to maintain absolute confidentiality and professionalism
- Highly self-directed with an attention to detail and ability to organize effectively
- Willingness to work evenings and weekends as needed
- Deep appreciation and understanding of St. James Academy's mission and ability to articulate its values and vision internally and externally.

Applications will be accepted until March 1, 2019.

Applicant must pass Diocesan requirements such as background checks, etc.

## **Application Directions**

Interested applicants should email their resume and letter of interest to Susie Ludwikoski at [sludwikoski@sjakeepingfaith.org](mailto:sludwikoski@sjakeepingfaith.org), or mail to:

St. James Academy  
Attn: Susie Ludwikoski  
24505 Prairie Star Parkway  
Lenexa, KS 66220