



**POSITION TITLE:** Leadership Giving Officer

**REPORTS TO:** Chief Advancement Officer

Saint John's High School welcomes applications for the position of Leadership Giving Officer.

**MISSION OF SAINT JOHN'S HIGH SCHOOL:**

Saint John's High School is a Xaverian Brothers Sponsored School. A Saint John's Catholic education is rooted in the commitment of the Xaverian Brothers to bring Christ to life in young men. For over one hundred years, a religious and lay staff has assisted students in discovering and developing their God-given talents. As a college preparatory school, Saint John's fosters the formation of the whole person: spiritual, social, physical, intellectual, creative, and aesthetic.

At Saint John's, students pursue personal growth in an environment that recognizes a moral dimension of life. A challenging academic program encourages love of learning as a stimulus for continued intellectual development. Students learn to appreciate the world's beauty while exploring, developing, and expressing their creativity.

Saint John's is a Christian community, founded upon the idea of the interdependence of individual members. In that context, students shape their identities as unique individuals with mutual obligations. Respect and appreciation for individual differences and those who comprise the larger community is an important part of the growth process of a Saint John's student.

In the tradition of the Xaverian Founders, Saint John's High School has been committed to students from a diversity of backgrounds, and affirms its commitment to providing opportunities to families in need, to the marginalized, and the poor.

**Role of the Leadership Giving Officer:**

Working with the Chief Advancement Officer, Director of the Saint John's Fund, the Director of Alumni Relations and other Advancement staff, the Leadership Giving Officer is responsible for the qualification, solicitation, and stewardship programs for unrestricted leadership annual gifts to the school from a specified portfolio of approximately 250 potential donors annually.

The Leadership Giving Officer will cultivate and solicit gifts of \$1,000 to \$25,000+ to the Saint John's Fund in support of current funding priorities, including academic programs, athletics, scholarships and physical plant. The officer will call on alumni, parents and friends for qualifying and solicitation visits, working with the CAO, advancement colleagues, faculty, and other Saint John's staff and administration as appropriate. The Leadership Giving Officer will also help facilitate high level prospect cultivation events throughout the year to promote networking and the overall mission of Saint John's High School.

## **ESSENTIAL FUNCTIONS:**

*The statements below are intended to describe the principal duties of the person assigned to this job. They are not intended to be an exhaustive list of all job duties and responsibilities. Saint John's High School has the right to add or change the job responsibilities at any time.*

- Manage a portfolio of approximately 250 alumni, parent and friend prospects and donors annually.
- Provide assistance and coordination in the development of cultivation, solicitation, and stewardship plans and strategies for securing leadership-level annual gifts (\$1,000 to \$25,000+).
- Some travel to key strategic alumni regions throughout the United States.
- Work closely with Advancement staff to promote regional programming and volunteer opportunities to alumni and other constituents.
- Assist with the design and coordination of a variety of recruitment and recognition events for leadership annual prospects and donors.
- Maintain appropriate records and prepare timely follow-up analyses and reports of fundraising efforts, utilizing the Advancement database and reporting tools.
- Participate in prospect tracking meetings and strategy sessions as appropriate.
- Assist in the identification of major gift prospects.
- Prepare a yearly professional development plan, in coordination and agreed upon by the CAO, which may include membership in professional organizations, attendance at industry conferences/workshops, subscriptions to industry publications, and establishing relationships with other independent schools and local colleges
- Other duties as assigned

## **MINIMUM QUALIFICATIONS:**

Bachelor's degree required, with a minimum of five years professional experience in fundraising, especially with annual funds and face-to-face solicitation, strongly preferred.

- Excellent written and oral communication skills;
- Possess initiative and self-starting capacities;
- Ability and willingness to maintain an aggressive travel schedule, that includes some evening and weekend work;
- Ability to work independently and collaboratively as a member of the Saint John's High School Advancement team;
- Proven track record in successfully soliciting gifts and daily management of fundraising initiatives and prospect management;
- Ability to understand the objectives of annual giving and the overall Saint John's High School fundraising priorities, and to integrate goals with those objectives;
- Possess and demonstrate excellent interpersonal skills required to relate to a diverse group of donors, volunteers, and colleagues;
- Possess a good sense of humor

**Computer skills:**

Knowledge of Microsoft Office Products (Word, Excel, etc.) required. Proficiency with Blackbaud's Raiser's Edge (or similar system) and associated reporting tools preferred.

**TO APPLY:**

Interested candidates should submit the following materials confidentially as separate PDF attachments in one email:

- Cover letter expressing interest in the Saint John's High School position and aligning your skills and experiences to the areas of responsibility, knowledge, skills, abilities, and to your understanding of the position;
- Current resume with all dates included;
- List of three to five references with name, phone number, and email address of each (references will be contacted only with the candidate's permission and not before a mutual interest is clearly established).

Materials should be sent to the attention of John J. Ermilio '85, Chief Advancement Officer, via e-mail at [jermilio@stjohnshigh.org](mailto:jermilio@stjohnshigh.org)

Initial review of applications will begin on March 18, 2019, and the position will remain open until filled.