

Bishop Moore Catholic High School

Director of Leadership Giving

The Director of Leadership Giving will work closely with the Vice President for Advancement and the President to meet the long-term major gift fundraising goals of Bishop Moore Catholic High School with immediate attention to the Building Moore Campaign. This is a full-time position that requires evening and weekend work and local and national travel. This position is open to internal Bishop Moore Catholic High School employees and external candidates.

MAJOR DUTIES/RESPONSIBILITIES:

- Takes a leadership role with the Fund for Bishop Moore program, works closely with the Fund for Bishop Moore Leadership Committee and develops a strategic plan and operations plan for annual giving that maximizes giving and participation levels as well as encourages renewal and upgrading of gifts.
- Formulates a comprehensive cultivation, solicitation, and stewardship program in consultation with the President and the Director of Advancement for leadership gifts (\$1,000+) to the Fund for Bishop Moore and major gift donors and prospects (gifts of \$25,000+).
- Working with colleagues and independently with the school's Raisers Edge database and other resources, develop a personal of 100 to 150 leadership-level Annual Giving (\$1,000+) prospects and a portfolio of 20 to 25 Major Gift (\$25,000+) prospects.
- Develop and execute thoughtful strategies for the cultivation/engagement, solicitation (annual and major gift) and stewardship of each assigned prospect
- Engage in 120 face-to-face prospect visits per year (~10 visits per month), traveling as necessary to meet with them.
- Engage in at least 50 leadership-level Annual Giving solicitations and 10 Major Gift solicitations per year (goal in the first year will be lower).
- Provides updates to the President and Vice President for Advancement regularly on the status of the leadership level giving and major gifts.
- Conduct independent research to identify new prospects and to learn more about known prospects
- Supervises the preparation of prospect proposals, including gathering information for personalization.
- Works with the Vice President for Advancement in the planning and execution of campus events structured to support the annual giving, major gifts and campaign, including cultivation events, campaign kick-off, ground breaking, hardhat parties, and building dedication.

- Maintains complete and timely records of contacts with prospects and volunteers
- Meet regularly with the President and the Vice President for Advancement and necessary Advancement Office staff to update list of top prospects.

QUALIFICATIONS:

- BA/BS degree required
- 3 to 5 years' experience in fundraising; a background in annual fund and major gifts helpful with gift solicitation experience essential
- Preference will be given to a Bishop Moore Catholic High School alumni/ae and/or Bishop Moore parent
- Working knowledge of major gifts, charitable gift and estate planning required
- Excellent computer skills, including Microsoft Word, PowerPoint and Excel
- Strong organizational, strategic planning and time management skills
- Excellent presentation, communication and interpersonal skills
- Ability to manage multiple projects simultaneously
- Strict adherence to confidentiality of data
- Self-starter with high energy level
- Ability to build and nurture effective working relationships
- Demonstrated experience with prospect identification, cultivation and solicitation
- Ability to develop entrepreneurial and strategic plans to motivate prospects and donors
- Ability to perform effectively in a team environment in support of the mission of Bishop Moore Catholic High School.