



**Job Posting**  
**Director of Major Gifts & Planned Giving**

**Job Description**

The director of major gifts & planned giving assists in achieving the financial goals of McQuaid Jesuit's advancement effort. The primary focus of the director is to develop deeper relationships with McQuaid Jesuit alumni, parents, and friends, while procuring major gifts and planned gifts of \$25K and above for the school.

**Position Objectives**

- Under the direction of the vice president of advancement, the director of major gifts & planned giving partners with members of the advancement team, leadership team and board of trustees to secure major gifts that support identified priorities and impact the financial success of McQuaid Jesuit
- Prospects potential major donor relationships among alumni, parents, friends, and major private foundations
- Develops donor cultivation strategies and creates proposal submissions for assigned prospects
- Participates in moves-management cultivation and stewardship efforts for their portfolio
- Achieves financial goals set for assigned portfolio

**Specific Responsibilities**

Advancement/Major Gifts

- Develops and implements major gift and planned giving strategies in support of the school's advancement efforts in conjunction with the vice president of advancement
- Participates in a prospect research program that identifies major donors, develops strategies of engagement, and implements actions that achieve stated goals for his/her portfolio as assigned and in coordination with the vice president
- Manages a personal portfolio of assigned donors and prospects to raise major gifts and planned gifts in support of annual funds, endowment, and approved capital projects
- Documents all donor visits, activities and significant conversations with assigned prospects and donors in RE NXT database in accordance with approved moves-management processes
- Secures major reunion gifts for milestone years (50<sup>th</sup> and 25<sup>th</sup>)
- Increases participation in the Knights' Council and Knights' Council Legacy through portfolio management

### Special Events

- Supports the director of special events with BASH, McQuaid's annual signature fundraising event, by securing major gifts for the paddle raise/fund-a-need portion of the event
- Under the direction of the vice president, works with advancement team to provide supplemental support as needed for Homecoming Weekend, Hall of Fame, milestone reunions, Fr. Mac Golf Tournament, and Knights' Council dinner, etc.
- Attends Jug Nights and other alumni gatherings/events as deemed appropriate both in Rochester and in major markets nationwide with larger alumni presence

### **Competencies/Skills**

- Excellent written and oral communication skills
- High level of professionalism with interpersonal and project management skills
- High degree of computer literacy
- Willingness to travel (when permitted)

### **Qualifications**

Bachelor's degree plus minimum of 3-5 years of successful major gift fundraising or customer-centered constituent engagement or marketing/sales experience.

### **Physical Demands**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch; talk or hear. Ability to sit and stand and use a computer, retrieve items from a printer. Must be environmentally adaptable. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus. Specific verbal abilities required include speaking and hearing. Walk/move in and outside the school. Drive and/or fly to meetings.

### **Position Type and Expected Hours of Work**

This is a full-time, 12-month position reporting to the vice president of advancement. Salary commensurate with requirements of the position. Typical days and hours of work are Monday through Friday, 8 a.m. – 4 p.m. Evening and weekend work is required.

### **How to Apply**

Candidates should send a letter of interest, resume, or curriculum vitae to [employment@mcquaid.org](mailto:employment@mcquaid.org) on or before October 5, 2021. For more information about McQuaid Jesuit, please visit our website [www.mcquaid.org](http://www.mcquaid.org).