

## **Major Gifts Officer - St. Vincent-St. Mary High School**

### **Overview**

St. Vincent-St. Mary High School is a four-year, co-educational, college preparatory, Marianist- sponsored Catholic high school. We have been an integral part of the Akron community for more than 100 years, providing quality education rooted in the Catholic faith. Over 19,000 alumni of St. Mary, St. Vincent and St. Vincent-St. Mary are proud to be a part of our rich history.

St. Vincent- St. Mary holds the distinction of being the only STEM designated Catholic high school in the State of Ohio.

St. Vincent-St. Mary High School is governed by our Board of Trustees, in cooperation with the administrative team, faculty, parents, and support organizations, and operates with the blessing and guidance of the Diocese of Cleveland. We meet all standards of the Ohio Catholic School Accrediting Association, North Central Association, and the State of Ohio.

Under the leadership of President Leo Hyland and the Board of Trustees, we are seeking a candidate for the position of Major Gifts Officer as we embark on the next phase of our current Strategic Plan. This plan has key initiatives that will provide for advances and enhancements to be made in the near future and in years to come that will favorably position STVM in the marketplace as the choice for a Catholic education. We seek a candidate who is results oriented, mission-driven, positive and professional to join our team.

### **Job Responsibilities**

Develop an annual plan to identify, qualify, and cultivate donor prospects; building relationships and a portfolio of approximately 100 donors/prospects with the goal of raising significant dollars per year in leadership annual, major and planned gifts to STVM.

Establish strategies and construct funding proposals that help STVM meet campaign objectives for capital, operating and program- specific priorities.

Collaborate with the President, Advancement team, and Trustees and participate in regularly held meetings to coordinate methods for engaging prospects and donors with other members of the team.

Promote efforts to educate and inform STVM constituents of the opportunities for leadership annual giving, major gifts, planned giving, and endowment support of STVM through a variety of giving vehicles.

Travel regionally and nationally to individually meet current and prospective donors and to also represent STVM at a variety of events and functions throughout the course of the fiscal year.

Participate in professional development workshops, conferences, and seminars to remain current of Advancement best practices, particularly major gift and constituent relations strategies.

### **Qualifications**

Education - Bachelor's Degree or beyond

Experience - three or more years of professional experience in Advancement/fundraising or related experience in a profession that requires strong client acquisition abilities, relationship management skills and the ability to articulate a compelling case for support to all constituents.

Demonstrated success in raising major gifts in excess of \$25,000 and building a donor base would be a plus.

Exhibit the ability to work well with people at all levels of an organization; handle multiple, complex initiatives simultaneously; follow fundraising best practices; and handle sensitive information and confidential matters with discretion and professionalism.