



## **Leadership Gifts Officer**

Reporting to the Director of Institutional Advancement, the Leadership Gifts Officer (LGO) will create and implement strategies that strengthen relationships with IMS alumni and parents, and will cultivate, solicit, and close gifts of \$2,500 or more. When strategically determined, the LGO will also support capital and planned gifts among assigned prospects.

### **Duties and Responsibilities:**

- Manage a portfolio of 150 alumni and parent prospects; cultivate, solicit, and close annual, capital, and planned gifts.
- Drive strategy, design, and implementation of a data-supported plan to engage, cultivate, and solicit parents and alumni.
- Collaborate with colleagues to develop and implement strategies for high-end annual fund gifts, as well as capital and planned gifts among assigned prospects, when strategically determined.
- Track and report on all prospect activity; update contact and biographical information; provide ongoing stewardship of all leadership gifts; and assist with stewardship and cultivation as assigned.
- Build strategic and collaborative relationships with partners across the IMS community.
- Perform data entry and record keeping for all personal fundraising activity to ensure proper moves management and tracking of solicitation and cultivation progress.
- Organize and conduct successful cultivation events to engage leadership donors.

### **Requirements:**

- 3+ years of frontline fundraising experience, preferably with the context of independent schools (boarding school setting a plus) or comparable successful performance-measured experience in for-profit sales and marketing. Generally, preference will be given to those with prior nonprofit work experience.
- Deep commitment to the school's mission, and the ability to articulate the school's relevance, values, and vision.
- Exceptional interpersonal skills and ability to work with diverse constituencies.
- High level of integrity, a strong work ethic, and a demonstrated commitment to diversity, equity, and inclusion.
- High regard for confidentiality.
- Demonstrated excellent written and verbal communication skills. Draft, edit, and proofread proposals, letters, and other correspondence.
- Ability to take initiative, work independently, and manage multiple projects.

- Meet quarterly benchmarks and goals based on activity with prospects/donors and annual fundraising goals.
- Highly developed organizational and analytical skills along with time management skills with exceptional attention to detail.
- Demonstrated proficiency with MS Office Suite and integrated databases (familiarity with Veracross is a plus).
- Ability to work nights and weekends as required for prospect meetings and events.
- Must be available and willing to travel.

This position is primarily responsible for growing the school's leadership giving program, within the larger context of the school's advancement and constituent relations efforts. Alumni and individuals who possess a deep understanding of independent/boarding school are encouraged to apply.

This is a full-time, year-round, benefits eligible, exempt staff position.

To contact the school with questions or to apply, please send a cover letter and resume to [Sarah Smith](#), Director of Institutional Advancement.