

MISS PORTER'S SCHOOL

Title: Major Gifts Officer

Department: Alumnae and Development Office

Job Status: Full-time, calendar year, including some weekends and evenings

Reports to: Director of Development

Travel: Yes

Position Summary:

The Major Gifts Officer advances Miss Porter's School's fundraising efforts by securing major gift commitments from graduates, parents, grandparents, and friends of the school. They are responsible for the cultivation, solicitation and in partnership with donor relations, stewardship of individual prospects/donors at the five, six, and seven-figure level with the goal of helping to meet the alumnae and development office's fundraising goals.

Essential Functions:

- Initiate and maintain relationships with an assigned pool of approximately 150 major gift prospects and donors, with a significant focus on qualifying new major gift prospects primarily through face-to-face visits.
- Manage prospects in all aspects of the gift cycle including initiating contact with potential donors, developing appropriate strategies including working with volunteers, moving donors in an appropriate and timely fashion toward solicitation and closure and stewarding donors.
- Focus on securing support for a set of school wide priorities that include but are not limited to academic programs, scholarships, facility renovations, campus improvements, and unrestricted support. Work with the Alumnae and Development Office colleagues to meet goals in all areas.
- Meet annual metrics, donor and volunteer engagement and fundraising goals.
- Manage reunion class volunteers or other volunteers related to the development and advancement work of Miss Porter's School.

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- Commitment to the mission and Community Call to Action of Miss Porter's School and dedication to our ongoing efforts to become an anti-racist institution and to support the development of women and girls. Demonstrated ability to work with and respect a diverse population of donors and colleagues across a dynamic educational campus.
- Interact with the Porter's community with a broad understanding of the goals and objectives of the school and the office. Foster and maintain productive relationships with other offices on campus with an active role in school life.
- Adhere to the highest ethical standards.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree required. Graduate degree preferred.
- Minimum of five years of professional fundraising experience. Demonstrated ability to personally cultivate, solicit and secure five and six-figure gifts.
- Candidates with a background in marketing, sales, or law would be considered.
- Excellent written and verbal communication skills.
- Demonstrated ability to work with a team, even when traveling and working remotely.
- Ability to interact with all levels of the school community: Head, senior administrators, faculty, staff, trustees, alumnae, volunteers, and friends of the school.
- Strategic thinker and problem solver.
- Flexibility and appreciation of humor.
- A strong commitment to education generally and boarding schools specifically.
- Ability and willingness to travel. Domestic travel is required.

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- Ability to work required school event weekends (Reunion, Family Weekend, Graduation).
- Familiarity with Raiser's Edge is preferred.

Compensation:

The salary range for this position is \$85,000.00-\$110,000.00 per year.

Includes access to Miss Porter's benefits; health insurance, life insurance, retirement and paid time off.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Please submit your letter of interest and resume electronically (include job title in your subject line)
to: careers@missporters.org