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EMPLOYMENT LISTING

Major Gift Officer

Principia School, St. Louis, MO

Summary: As an organization grounded on the teachings of Christian Science, underlying all that we do is a commitment to recognizing individuals' limitless potential and boundless opportunity, and caring for our people. We're here to serve and better the world through a different approach to education that helps each student uncover their full potential by fostering their intellectual, social, moral, physical, and spiritual growth in a vibrant, nurturing atmosphere. As part of a team of philanthropic advisors, you are key to realizing Principia's vision by matching philanthropic goals of alumni and supporters with the organization's funding priorities. The ideal candidate is a proven fundraiser, strategic thinker, highly effective communicator, and skilled relationship-builder. A successful advisor is a results-oriented self-starter with a record of securing five and six-figure gifts through well-designed and implemented strategies. You will manage and develop a qualified portfolio of 100+ donors, foundations, and corporations capable of giving five to six figure gifts. This position requires extensive overnight travel to meet with donors. Ideally, the position is located in the St. Louis, MO area but a remote location will be considered for someone with previous experience and knowledge of the Principia community. Full-time, 12-month position.

Work Performed: Essential Duties*

- Manages and refines a prospect portfolio of major donors at \$25,000 level and above
- Plans and implements annual gift cultivation and solicitation resulting in 125 personal face-to-face visits each year with prospects, including, but not limited to, securing appointments, creating correspondence and proposals, and initiating effective follow-up communication with prospects and donors
- Develop a strategic fundraising plan consisting of identifying, qualifying, cultivating, soliciting, and stewarding individuals capable of making outright and/or planned gifts
- Design and implement short- and long-term engagement plans geared toward securing gifts totaling over \$1 million annually
- Inputs timely contact reports documenting communications with prospects and outcomes of visits and solicitations

- Appropriately track major gift activity in CRM as related to activity, solicitations and proposals, revenue, and reporting requirements; ensure timely and accurate data entry ahead of required quarterly performance and KPI reports
- Collaborates with Advancement staff to ensure prospects are appropriately engaged, solicited, and stewarded
- Plans and manages individual budget, including submission of trip documentation
- Performs other fundraising duties as assigned by the Director
- Participates and supports Advancement department activities and events as needed

To perform this job successfully, an individual should demonstrate the following competencies:

- Interpersonal – Maintains confidentiality; ability to communicate gift opportunities and make the “ask”; builds and nurtures effective working relationships; ability to listen, discern, and care
- Oral and Written Communication
- Change Management – Communicates changes effectively; builds commitment
- Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values
- Dependability – Commits to long hours of work when necessary to reach goals
- Initiative – High motivation for success; goal-driven; results-oriented
- Professionalism
- Planning/Organizing – Handles multiple tasks simultaneously; gives attention to detail

Minimum Qualifications:

- Active (or pending within one year of hire date) membership in The First Church of Christ, Scientist, and/or in a Journal-listed branch church or society of The First Church of Christ, Scientist
- Christian Science class instruction preferred but not required
- Willingness to turn readily to God for guidance
- Bachelor’s degree required, master’s preferred
- 8-10 years’ experience in fundraising and/or similar nonprofit development or constituent outreach programs, or other experience including sales and customer service deemed equivalent and relevant
- Proficient in Microsoft Office Suite
- Proficient with development and/or database software
- Enthusiastic commitment to and understanding of Principia’s Purpose and Policies and Advancement objectives

Don't meet every single requirement? At Principia, we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

*The statements above are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities and are subject to change at the discretion of Principia. Additionally, they do not establish a contract for employment.

For more information: www.principia.edu/jobs; Tina.Hussey@principia.edu ; 618-374-5202

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