



## Seattle Girls' School

### ANNOUNCEMENT OF POSITION OPENING

**Position:** Major Gifts Officer

**Position Type:** Part Time

**Summary of Position:**

The mission of Seattle Girls' School is to inspire and develop courageous leaders who think independently, work collaboratively, learn joyfully, and champion change. Located in Seattle's Central District, SGS first opened its doors in 2001 and is dedicated to fostering academic excellence, strong self-esteem, and a life-long love of learning in girl's grades 5-8.

Since our founding, Seattle Girls' School has played a unique role in the Seattle community, working to ensure that young women have an opportunity for an exceptional education. SGS has steadfast commitment to ethnic, cultural, geographic and socio-economic diversity. Annually, the school awards a minimum of 30% of need based financial aid - this amount now surpasses \$4.5 million dollars in total aid awarded in our 10-year history.

We must raise \$500-\$600K in annual contributions from individuals, corporations, and foundations to keep our programs thriving and to ensure a high percentage of aid for our students. Aside from annual fundraising, the Major Gifts officer will have an integral role in securing \$1.5M for our 2012-2014 Campus Campaign.

**Organizational Relationships:** Reports to Director of Admission and Advancement, and is part of the Development Department and the Advancement Team.

**Position Description:**

- The Major Gifts Officer is a new position at Seattle Girls' School. The Officer will create and execute a major gifts fundraising strategy for the school. The Officer will be directly responsible for the cultivation, solicitation, and stewardship of our major gift donors and prospects. This individual will be responsible for meeting the major gifts fundraising goals for our annual operating budget as well as our Campus Campaign launching winter 2012.

**Principle Duties and Responsibilities:**

- Create and implement a major gifts program for the school.
- Work with Associate Director of Development and Director of Advancement to raise \$130,000 in Major Gifts for this year's Annual Operating Budget.
- Work with Advancement team to implement a cohesive plan to meet overall annual goal of \$565,000.
- Manage solicitations, cultivations and communications to major donors for the Campus Campaign to reach our goal of \$1.5 million over 3 years.
- Manage and elevate the School's Planned Giving Program.
- Cultivate and Steward multi-year donations/donors.

- Increase the quality of our major gift relationships through networking and cultivation.
- Conduct visits and other high-level interactions with potential donors, documenting actions as appropriate.
- Build relationships with SGS board, faculty & staff, and present donors to acquire information needed to solicit major gifts and manage relationships.
- Enhance and identify creative approaches and opportunities to work with potential and current donors.
- Work independently and creatively to match donor interest with SGS priorities, develop proposals and negotiate complex gifts.
- Prepare stewardship plans, letters, and correspondence.

**Qualifications:**

- Bachelor's Degree
- 3-5 years of experience working as a Major Gifts Officer
- Experience in educational fundraising preferred
- Demonstrated ability to cultivate individuals, successfully solicit gifts of \$100,000 and above, and proven ability to steward major gifts
- Experience working with boards and high-level volunteer committees
- Experience with Etapestry or other fundraising database software preferred
- Proven ability to meet fund-raising objectives and close major gifts effectively

**Skills:**

- Excellent verbal and written communication skills, and the ability to communicate information clearly and concisely to different audiences.
- Strong organizational skills, time management skills, and the ability to simultaneously manage a wide variety of activities.
- Ability to develop and follow through on creative and effective solicitation strategies and to generate enthusiasm for them among community.

**Note:** This position description is representative of the major position requirements and is not intended to be all-inclusive.

**To Apply:** Please initiate your application by sending resume and statement of interest to Human Resources: [apply@seattlegirlsschool.org](mailto:apply@seattlegirlsschool.org). **No phone calls please.** The position will remain open until filled.

**\*\*\*Seattle Girls' School is an Equal Opportunity Employer\*\*\***