

THE BENJAMIN SCHOOL

Position Title:	Director of Leadership Giving
Date:	November 16, 2022
Classification:	Exempt
Reports to:	Chief Development Officer
Compensation:	Salary commensurate with experience
Benefits:	Outstanding health insurance package, retirement plan, generous time off, and paid holidays

Summary of Position:

We are looking for an energetic major gifts fundraising professional who is ready to take on a capital campaign, grow annual and planned giving and work collaboratively with an established team of development professionals and volunteers to help advance the mission of the School. The Director of Leadership Giving is someone who has a track record of building donor relationships and closing major gifts starting in the five-figure range and above, preferably in an independent school setting. This self-starter will arrange in-person meetings, write personal solicitations, maintain follow up and engagement, and attend school events. This newly-created position will be essential to executing an upcoming 5 to 7 year capital campaign.

Key Expectations of all TBS employees:

- Demonstrates support of the school's mission and policies
- Consistently models The Benjamin School values
- Builds positive interpersonal relationships with colleagues by establishing effective communication through listening, responsiveness, openness, availability, and approachability
- Takes initiative and ownership in displaying positive work ethic and behaviors and encourages this attitude in others
- Maintains proficiency in the field through personal and professional development that strengthens the role and the school

Essential Functions

- Manage portfolio of 100-120 major gifts prospects in the \$50,000 to \$250,000 range including current parents, alumni, grandparents, and parents of alumni
- Grow current donor portfolio through moves management:
 - Utilize the Annual Fund as a pipeline for major gifts by incorporating more personalized activities to engage current and new families
 - Initiate contacts with established and potential major gift donors in partnership with Chief Development Officer, Director of Annual Giving, and Alumni Relations Manager
 - Build relationships through regular in-person visits
 - Move donors in an appropriate and timely fashion toward solicitation and closure alone or in tandem with Chief Development Officer, Head of School and/or volunteer when appropriate
 - Maintain stewardship contacts with donors
- Focus on building the pool of capital campaign prospects to secure support for campus wide priorities including new facilities/renovations and endowments for academic programs, endowed chairs, and financial assistance

- o Craft proposals, talking points, contact reports, and cultivation/stewardship correspondence as needed
- o Work with database administrator to maintain log of campaign pledges and gifts received
- o Track and enter all meetings in Raiser's Edge database
- o Assist the Chief Development Officer in recruiting, training and guiding capital campaign steering committee members to conduct well-developed solicitation strategies
- o Leverage the campaign to expand and document planned giving
- o Seek grants from foundations and outside organizations
- Help transition donors to Chief Development Officer's portfolio and/or Head of School's portfolio
- Participate in development activities including annual BASH Gala, Leadership receptions and dinners, and alumni events; attend school events like admission open houses, Grandest Friends Day, football games, etc
- Performs other duties as assigned

Required Skills/Abilities:

- Exceptional verbal and written communication skills
- Excellent organizational skills and attention to detail; ability to prioritize and work independently and address several challenges simultaneously
- Possession of pleasant and collaborative style in the workplace and with volunteers including board members
- Knowledge of financial planning, tax and charitable gift laws, and planned giving vehicles and methods
- Well versed in technology, various software suites, and office equipment related to the position
- Ability to maintain confidential information
- Effective managerial techniques and approaches; positive leadership style

Education and Experience:

- Bachelor's Degree required, Master's Degree preferred
- 5 years experience, preferably working at an independent school with a successful background in major gifts

Physical and Work Requirements:

- We expect this person to spend a lot of time out of the office and be actively involved in major gifts work which, in addition to school events, includes mingling in social settings or one-on-one visits and driving to offices, homes, or places of business. Regional and national travel will be required.
- Occasional movement about the office and lift and/or move up to 15 pounds
- Ability to work in excess of 8 hours a day, as well as evening and weekend hours as necessary for events and projects

Reasonable accommodations will be made to enable individuals with disabilities to perform these essential functions.

Send resume and letter of interest to juancarlos.fanjul@thebenjaminschool.org

Please no telephone calls

DFWP/EOE