DIRECTOR OF MAJOR GIFTS

Job Description – FY’06

Summary
The Director of Major Gifts is responsible for the development and implementation of the School’s Major Gifts Program and supports other endeavors and programs of the Alumni/Development Office. He/she reports directly to the Director of Development and works closely with the Development and Steering Committees of the Committee of Trustees.

Essential Duties and Responsibilities include but are not limited to:
- Develop and implement the School’s Major Gifts Program
- Cultivate development relationships with up to 150 major gift donors/prospects each year
- Solicit with volunteers, staff or alone, major gifts of $25,000 or more for operating, capital and endowment purposes under the aegis of the School’s Annual Fund, ongoing Major Gifts Program and special capital initiatives and/or campaigns
- Set annual major gift goals in consultation with the Director of Development and the Development Committee of the Committee of Trustees
- Prepare monthly and annual reports on, and analyze the results and progress of, the Major Gifts Program
- Prepare and present written and oral briefings on major gift prospects/donors as needed
- Work with the Director of Planned Giving to meet the particular needs of major gift prospects/donors as appropriate
- Generally support the School’s development program, including, but not limited to attendance at and help with fundraising events
- Assist the Director of Development as needed with other development program initiatives and undertake special projects and assignments as directed
- Support the mission of the School; perform duties of the position in a professional manner; work collegially with administrators, fellow employees, volunteers and Trustees; and grow professionally through seminars, workshops and/or conferences

Preferred Experience and Qualifications
The individual in this position must be able to perform each essential duty efficiently and effectively. The requirements listed below are representative of the experience, knowledge, skills and/or abilities required to perform the essential duties of the position. This list is intended to be illustrative, but not exhaustive.
- Work Experience / Training:
  - College Degree
  - 3 years of related work experience, preferably in an educational setting
- Skills and Abilities
  - A record of major gifts solicitation success and prospects/donor management
  - Familiarity with a donor management database program, preferably Raiser’s Edge 7
  - Understanding of the role of philanthropy in an educational institution and enthusiasm for independent school education
  - Ability to compose reports and correspondence and have strong writing skills (samples required)
  - Ability to communicate effectively with and present information to Trustees, administrators, employees, alumni and others
  - Ability to think creatively and strategically and to analyze data and donor information
  - Must have good phone skills
  - Must have a disposition for accuracy and detail
  - Must have knowledge of basic accounting
  - Ability to identify donor needs and to explain solutions in non-technical language
  - Ability to balance institutional and individual needs in accordance with the mission of the school
  - Ability to work with others and independently, as necessary
  - Must enjoy problem-solving, demonstrate energy and initiative, and demonstrate the ability to set and achieve goals and meet deadlines
  - Knowledge and ability to use computers in support of the Development functions of the School, including proficiency in:
    - Microsoft Windows XP Office 2003 Suite
    - Blackbaud Raiser’s Edge
    - Microsoft Outlook - email

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the job unless those accommodations would impose an undue hardship on the school.
- Must ascend and descend stairs
- Must perform computer work in the Alumni/Development Office
- Must be able to focus on work despite office distractions
- Must be able to drive and to travel via common carrier to local, regional and national destinations
- Must be able and willing to work evenings and weekends, as necessary
Pay and Contract Provisions

• Contract Period & Hours – One year, ending August 31st; 2080 hours, including paid vacations and holidays
• Paid Vacations and Holidays – Labor Day; Fall Holiday; 3-day Thanksgiving holiday; the School's 2-week Winter Vacation; Martin Luther King Day; the 2nd week of the School's Spring Vacation; Memorial Day; Independence Day; 2 weeks of other vacation time in consultation with, and approval of, the Director of Development; and, when they occur as student holidays, Rosh Hashanah, Yom Kippur, Columbus Day, and Good Friday; provided, however, it is understood that the person in this position may need to spend a portion of this time to carry out his/her responsibilities effectively
• Fringe Benefits – Eligible for all benefits available to employees who are full-time, as described in the Faculty and Staff Handbook

Hopkins School
Hopkins School is an independent, co-educational, college preparatory day school with approximately 650 students in grades 7-12. The School was founded in 1660 and is one of the oldest secondary schools in the country.

Alumni/Development Office
The Alumni/Development Office has a staff of 9 – the Director of Development, Director of Development for Alumni/ae and Parent Programs, Director of Gift Planning and Prospect Management, Director of Annual Fund, Associate Director of Communication, Associate Director of Alumni and Parent Programs, Associate Director of Database Administration, Associate Director of Development Services, and Associate Director of Annual Fund.

The Director of Major Gifts position is new to Hopkins for FY’06. The initial contract will commence as of July 1, 2005, or sooner, and, subject to a three-month probation period review, run through August 31, 2006. The salary is competitive and will be commensurate with experience.

How to Apply
Submit a resume containing educational background and prior work experience to:
Maureen Huminik, mhuminik@lllsearches.com
Lois L. Lindauer Searches
437 Boylston Street
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