



## **MAJOR GIFTS OFFICER – Starts July 2018**

### **POSITION DESCRIPTION**

The City School is recruiting for the position of Major Gifts Officer starting in July 2018. The major gifts officer is responsible for direct, relationship-based fundraising to effectively fund The City School's mission. The Major Gifts Officer builds and cultivates relationships through one-on-one meetings, events, phone calls and other correspondence. This position is a time and location flexible position with the primary measures of success being the ongoing, personal cultivation of financial partners. The Major Gifts Officer reports to the Development Director.

### **KEY RESPONSIBILITIES**

- Supports the school's development efforts through relationship-based fundraising activities
- Ability to deepen authentic relationships with existing donors and build meaningful relationships with new donors. Steward these relationships on behalf of The City School.
- Attract additional levels of gifts and funding through their efforts.
- Coordinates personal schedule for calls, meetings, and correspondence
- Connects at least bi-weekly with Development Director to report on activities and direction
- Participates on board-level Development Committee

### **SPIRITUAL LIFE**

- Ability to express and demonstrate a personal relationship with Jesus
- Ability to articulate the Christian foundation/philosophy of the school
- Commitment to personal growth and accountability through church membership
- Openness to kindness and candor in all relationships
- Agree to, by signing, Statement of Faith

### **PERSONAL ATTRIBUTES & SKILLS**

- Understanding of and commitment to urban Christian education
- Strong relational, communications and organizational skills
- Strong listening skills, learning to know donors on a deeper level, and finding points of connections between the passion and purpose of donors and the mission of The City School.
- Ability to ask others to join in the mission of TCS through their financial gifts.
- Comfort level in phone and in-person communication.
- Willingness to secure in-person meetings over the phone.
- Desire to work and communicate with a close team and school community
- Spirit of dedication, graciousness, and willingness to learn
- Ability to multi-task in working towards the overall school goals
- Strong computer proficiency including Google Drive, Docs, and Sheets, and ability to learn donor tracking software.

### **EDUCATION & EXPERIENCE**

- Bachelor's degree required.
- Five years or more of professional, relationship-building experience preferred

Contact (initial applications must include resume and cover letter):  
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