



HEATHWOOD HALL

70 YEARS *of* EXCELLENCE

Leadership Gifts Officer

POSITION SUMMARY

The Leadership Gifts Officer is responsible for identifying, soliciting, and stewarding gifts. This position manages a portfolio of prospects and is expected to meet specific goals for solicitations and new commitments of \$25,000+. Further coordinate and establish the reunion class giving program. This is a 12-month, exempt position reporting to the Executive Director of Institutional Philanthropy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Successfully develop relationships with a portfolio of constituents who have capacity for five and six figure gifts and ensure that timely steps are taken toward cultivation, solicitation, and closure of these gifts.

- Travel and meet with prospects to personally solicit gifts and identify new leadership prospects (40% in-office, 60% local & regional travel)
- Maintain a portfolio of 125 prospects and implement a moves management plan.
- Develop funding proposals with guidance from the Executive Director; negotiate and structure complex gifts.
- Establish and coordinate the reunion class giving program

SKILLS REQUIRED

- Must be highly organized, detail-oriented, self-motivated and able to work independently
- Must have strong interpersonal skills and a cheerful demeanor to work successfully with donors and volunteers and to represent Heathwood Hall
- Possess excellent communication skills - written and verbal, as well as organizational skills
- Demonstrate energy, empathy, flexibility, and collaboration
- Maintain an in-depth knowledge of Heathwood's priorities, academic and co-curricular programs. Effectively develop relationships with key faculty and administrators.
- Must be computer/technology proficient, especially in the use of database and spreadsheet applications, preferably experience with Raiser's Edge

EDUCATION AND EXPERIENCE REQUIRED

- Bachelor's degree and at least 5 years of major gift fundraising experience
- Show a track record of successfully managing a portfolio that includes five and six figure gifts

WORK CONDITIONS/PHYSICAL REQUIREMENTS/SCHEDULE

- Ability to work flexible hours, including evenings and weekends
- Ability to lift 50 lbs. and move all around campus throughout the day

To apply for this position, submit a cover letter, resume, and three references to:

Heathwood Hall Episcopal School
Sarah Hughes
Executive Director of Institutional Philanthropy
Email: shughes@heathwood.org

Review of resumes will begin immediately and continue until the position is filled.

NO PHONE CALLS, PLEASE.

Heathwood Hall Episcopal School believes that each employee makes a significant contribution to its success, and that contribution should not be limited by the employee's assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the school's endeavors.

Heathwood Hall Episcopal School is an affirmative action/equal opportunity employer. Heathwood Hall Episcopal School participates in E-Verify, as mandated by South Carolina law. This position will require a Criminal Background Check.