

MAJOR GIFTS OFFICER

The Major Gifts Officer will be responsible for coordinating, executing, and creating major and planned gift fundraising programs for St. Thomas High School. Reporting to the Vice President of Advancement, the candidate will work collaboratively with the School's Board of Directors and Foundation leadership to advance philanthropic support for St. Thomas High School by identifying, cultivating, soliciting, and stewarding a dynamic portfolio of major and planned gifts.

ST. THOMAS HIGH SCHOOL

St. Thomas High School, an all-boys private, Catholic college-preparatory school for grades 9-12 in Houston, Texas is actively seeking to fill the position of Major Gifts Officer for the 2019-2020 school year. Ranked among the country's finest college-preparatory schools and founded in 1900, St. Thomas High School continues today to build on its mission: Teach Me Goodness, Discipline, and Knowledge. With a distinguished alumni base, major gifts and planned giving is an essential part of supporting students to complete the challenging, college-preparatory curriculum supplemented with an abundance of artistic, athletic, and leadership opportunities.

ESSENTIAL FUNCTIONS AND DUTIES

- Work with the Vice President for Advancement to establish measurable, achievable, and aspirational goals to deliver results in all assigned areas.
- Serves as liaison with key stakeholders involved in major gift fundraising.
- Devise and implement strategies for specialized campaign plans, including the coordination of supportive materials and functions as required.
- Qualify and manage a major gifts portfolio of high-capacity, high-profile donors. Identify, cultivate, and solicit primarily gifts of \$50,000 or greater from individuals, foundations and corporations.
- Participates in and supports the fundraising initiatives of the Foundation and the Advancement Team, including special events and donor engagement activities.
- Other job duties as assigned.

MINIMUM QUALIFICATIONS

Education

Required: Bachelor's degree in Communications, Business, or related field

Experience

Required: 5+ years of professional experience in development
Microsoft Office products

Preferred: Experience in major gifts and/or annual giving
Knowledge of Raiser's Edge

Skills

- Evidence of effectiveness in building and sustaining relationships with constituents
- Goal-oriented with strong planning, project management, and problem-solving skills and the ability to execute on multiple projects
- Ability to work well with a variety of stakeholders and to adapt to meet varying needs and conditions
- Knowledge of planned giving vehicles and experience in soliciting and securing planned gifts a plus.
- Ability to persuade and motivate others
- Demonstrated ability in thinking strategically to acquire, engage, upgrade, and steward donors
- High degree of professionalism, collegiality, maturity and diplomacy required
- Excellent verbal, written and interpersonal communications skills to interact with senior management, board members and other high level volunteers, donors, and prospects

Certification/Licenses/ Registration

Required: None

Preferred: CFRE

Working Conditions

Work is done in an office environment with pleasant working conditions as well as various locations for events and meetings with stakeholders. The work hours are reasonably regular. Ability to work some nights and weekends to support events or donor relations is required.

Physical Requirements

May be required to exert physical effort of a limited nature as needed for events. No excessive lifting.

HOW TO APPLY

Please go to the St. Thomas High School website at www.sths.org/about/careers/ and download a **Staff Application** for employment. Email your completed application and résumé to careers@sths.org, or mail your completed application along with your resume to:

Career Opportunity

St. Thomas High School

4500 Memorial Dr.

Houston, TX 77007