



Associate Director of Advancement, Major Gifts

Notre Dame High School, Belmont (NDB) is an independent Catholic college preparatory school for young women dedicated to the educational mission of St. Julie Billiart and the Sisters of Notre Dame de Namur.

NDB seeks an experienced and creative professional in fundraising/major gifts with proven success in relationship building and working collaboratively with colleagues and volunteers. This is a full time position reporting directly to the Head of School.

Position Summary

The Associate Director for Major Gifts will be responsible for leading, planning and implementing NDB's major gift work; which includes all aspects of the major gift process: qualifying, cultivating, soliciting and stewarding current and potential donors with the capacity to make gifts of \$5,000+. S/he will work collaboratively with colleagues in the advancement office, school administration, and volunteer leadership to create and implement fundraising plans that result in major gifts for Notre Dame High School.

Essential Duties and Responsibilities

1. Oversees and manages all aspects of the major gifts program, supervising annual gifts of \$5,000 and more, and special gifts from these and other donors.
2. Establishes budget goals in this category in consultation with Head of School, and develop strategies to reach them.
3. Works closely with Associate Director in setting Advancement goals and priorities.
4. Works collaboratively with Director of Communications & Marketing in the preparation of written materials, solicitation and marketing materials, including brochures, articles, ads, and social media postings as related to major gifts.
5. Establishes and maintains a donor cultivation cycle and gift stewardship program to ensure that new major donors are developed, have opportunities to increase their level of support annually, and enjoy a close relationship with NDB.

6. Serves as primary liaison with Facility Renovation projects. Work with a task force to develop levels of support, identify prospects, and develop strategies to facilitate personal solicitation of prospects by task force and other key individuals.
7. Coordinates major gifts cultivation and recognition events.
8. Plans and implements parent relations program in keeping with school needs, overall planning and budget objects.
9. Promotes a collaborative atmosphere within the advancement department and with the school community, working cooperatively with all faculty and staff to attain NDB's overall financial and advancement goals.

Qualifications and Requirements

- Bachelor's degree
- Five years of experience in fundraising and/or major gift work, preferably in a school setting.
- Proven success at networking and relationship building
- Comfort with software programs, social media, and other technology
- Outstanding interpersonal and communication skills, both written and verbal
- Excellent organizational and presentation skills
- Detail-oriented and able to work collaboratively
- Creative problem solver
- Possessed of great integrity and tact and able to maintain confidentiality
- Commitment to the highest ethical and professional standards.

Other Duties

Physical requirements include ability to spend hours listening and talking; working via computer, telephone and other electronic devices; driving to meetings and events; light lifting of equipment and materials, with occasional night or weekend work.

Interested candidates should submit an application, cover letter and resume through the EdJoin.org website:

<http://www.edjoin.org/Home/Jobs?countyID=0&districtID=3494>

1540 Ralston Avenue, Belmont, CA 94002
www.ndhsb.org