



## ST. JOHN'S PREP

### Boyden Executive Search Contact

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### Position Summary

The Office for Institutional Advancement is a small, highly motivated team that works together to advance the Prep's mission and realize its highest priorities. Collaboration within the office and working to strengthen relationships across campus is an important part of each role. The Advancement Office welcomes a Major Gifts Officer eager to be part of the team and immerse themselves in the school's culture, while also being highly motivated to meet with parents and alumni off campus and help meet yearly fundraising targets.

The Major Gifts Officer will manage a portfolio of alumni and parent major gift prospects at the five-, six-, and seven-figure level. Reporting directly to the Managing Director of Major Gifts, the ideal candidate should possess the skills to work in a fast-paced office environment, experience in frontline solicitation work, and the desire to increase philanthropic support to St. John's Prep. Travel and occasional weekend/evening hours may be required.

### Responsibilities

- Manage a portfolio of 125+ new and repeat donors
- Visit regularly on and off campus with parents and alumni to solicit gifts for St. John's Prep
- Identify new donors and cultivate relationships with existing donors
- Document all communication with prospects and donors
- Draft and edit letters and proposals to donors
- Collaborate with other members of the office to build solicitation strategies
- Develop and nurture relationships with faculty and staff across campus

### Skills and Competencies

- Excellent planning and organizational skills
- Strong written and oral communication skills
- Comfort with planning visits on and off campus
- Ability to recognize and target major gifts prospects
- Desire to work with a variety of people including staff and faculty school-wide
- Ability to work independently and take initiative
- Experience soliciting and closing gifts
- Maintain a high level of confidentiality and discretion

### Education and Experience

- Bachelor's degree required
- Minimum 3 to 5 years experience of identifying and soliciting donors
- Raiser's Edge experience preferred

### Physical Requirements

- Standing/sitting for long periods of time
- Must be able to reach at and above shoulder height to access higher areas of equipment, etc.
- Must be capable of adapting to frequent changes in position throughout the workday
- Hearing and speaking to exchange information in person or on the telephone
- Use of hands and fingers for manipulation, using a computer keyboard, and educational tools
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception

### Compensation

The salary range for this position is \$100,000 to \$110,000 dependent on relevant experience.

*St. John's Prep is committed to building a diverse and inclusive campus community. We welcome applications from underrepresented groups. We seek applicants who demonstrate a commitment to multiculturalism and diversity that is manifested in classroom practice, student engagement, interpersonal communication, and curricular decisions.*

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**About Boyden**

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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