



## **MOUNT SAINT JOSEPH HIGH SCHOOL**

4403 Frederick Avenue | Baltimore, MD 21229

410-644-3300 | [www.msjnet.edu](http://www.msjnet.edu)

### **Major & Planned Giving Officer**

Mount Saint Joseph High School (MSJ) is an all-boys Catholic high school in Baltimore focusing on college-prep curriculum in the Xaverian tradition. MSJ is seeking an experienced Major and Planned Giving Officer. The Major and Planned Giving Officer assists in planning and implementing activities to meet the long-term goal of building MSJ's endowment through planned gifts, as well as raising current support for operations, Capital Campaign, and other special initiatives. The Major and Planned Giving Officer coordinates meetings with donors and prospects to cultivate, solicit, and steward major and planned gifts, working as part of a collaborative team across the Advancement Department. This position reports to the Executive Director of Development and works closely with the President's office.

#### Essential Duties and Responsibilities:

- Actively manage major and planned giving donors and prospects, which may include current parents, alumni, spouses of alumni, parents of alumni, and grandparents
- Actively collaborate with colleagues to ensure a holistic donor-centered approach and advance prospect relationship development
- Identify major giving prospects and develop individual donor strategies, along with materials, to upgrade donor gifts
- Craft cultivation and stewardship correspondence to renew major donor gifts
- Cultivate relationships with qualified prospective donors to increase, solicit, and close prospects for bequests and other planned gifts
- Develop plans to increase the community's awareness of planned giving opportunities
- Grow a comprehensive stewardship program for major gift donors
- Accurately project revenue and track progress towards goals and produce internal and external reports regarding projects and achieved goals
- Maintain a high level of professional knowledge and proficiency regarding fundraising best-practices
- Engage members of the Board of Directors, school administrative leaders, faculty, staff, and volunteers as needed to purposefully advance gift conversation

#### The ideal candidate will have:

- Bachelor's degree and 4+ years relevant experience in major and/or planned giving work
- Demonstrated success cultivating leadership annual gift and major gift prospects and closing five and six figure pledges and gifts



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- Demonstrated ability to work collaboratively with Board of Directors, Development Committee, administration, faculty/staff, parents, alumni, students, and volunteers
- Excellent interpersonal, verbal, and written communication skills
- Ability to handle challenging situations diplomatically and maintain collaborative working relationships with colleagues, senior-level leadership, and Board and Development Committee volunteers
- Ability to maintain confidentiality, act with discretion, and maintain a high level of performance under pressure
- Ability to organize, prioritize, and successfully execute multiple concurrent tasks; to anticipate needs and act accordingly, and to perform with a high degree of initiative
- Fluency in Microsoft Word, Excel, Google Workspace, PowerPoint, and Raiser's Edge
- Availability to periodically work outside of the normal schedule for meetings, evening engagements, and occasional weekend obligations

As a diverse, inclusive school devoted to preparing our students to live and work in an increasingly globalized and multicultural society, MSJ is particularly interested in professionals with demonstrated interest and experience in working in such a school setting.

Resume and Cover Letter can be sent to Emily Rollins at [erollins@msjnet.edu](mailto:erollins@msjnet.edu).