Position: Leadership Gift Officer; Full Time
Reports to: Director of Development
Date: March 2020

Founded in 1922, Concord Academy is a mission-driven boarding and day school with a rich history and a bright future; as a social-profit organization, CA relies on philanthropy and volunteerism from a variety of stakeholders across generations and around the world. CA is now in the midst of a multi-year Centennial Campaign in service of the school’s aspirations for its students and the greater community. Moving into its second century, CA will require considerable endowment growth and investments in the school’s people, campus environment, and programs. Alumnae/i, families, and friends who step forward to lead in this defining moment will influence CA’s trajectory for good.

CA seeks a Leadership Gift Officer (LGO) who will play an integral role in the success of the Centennial Campaign and in the growth of CA’s ongoing major gift program. The LGO will manage a portfolio of prospects and donors and will be expected to meet ambitious fundraising goals. The LGO will embrace and internalize the case for CA, make important connections, and develop bespoke strategies leading to commitments of $50K or more in support of the school’s priorities. This position will also secure critical gifts to CA’s Annual Fund, which represents 11 percent of the school’s operating budget every year.

Reporting to the Director of Development (DOD), the LGO will work as a collaborative member of the school community to advance relationships and attract support for the school’s needs. The LGO will partner with senior administrators, faculty, staff, and volunteers to achieve individual and organizational goals.

Key Responsibilities:

- In partnership with the DOD, qualify, build, and manage a portfolio of 125 leadership/major gift prospects and approximately 100 annual giving prospects in various stages of development.
- Ensure that qualified prospects are actively managed; conduct qualification, cultivation, solicitation and stewardship meetings to build lasting relationships and partnerships on behalf of CA.
- Develop and execute individualized strategies for major and annual giving prospects to secure support for the school’s campaign and ongoing priorities.
- Grow and manage a network of relationships with prospective donors involving school administrators, volunteer leaders, and faculty. Facilitate and coordinate communication with these prospects and among the prospect’s campus relationships; Work thoughtfully with these partners to increase CA’s position as a philanthropic priority for prospects and donors.
- Draft, edit, and proofread gift proposals and correspondence.
• Work cooperatively across the Advancement and Engagement team to develop and recommend prospect cultivation and solicitation strategies; serve as an experienced resource for staff and volunteers.
• Assist with Reunion Gift Campaigns, as needed.
• Perform additional activities related to Campaign efforts as requested by the Director of Development.
• Travel required (15 - 20%); Some evening and weekend obligations.

Experience and Qualifications:

• Bachelor’s Degree and 7+ years of front-line fundraising experience with demonstrated professional growth involving the cultivation and solicitation of major gifts; preference given to candidates with fundraising experience in higher-ed or other mission-driven institution; preference for a candidate with significant volunteer management experience.
• Understanding of CA’s mission and goals, and the ability to articulate the school’s values and importance in the independent school landscape.
• Highly motivated, results-oriented individual who demonstrates the ability to work well with people at all levels of an organization; takes initiative to develop a portfolio, and employs keen judgement at all times.
• Strong working knowledge of industry best practices, especially moves management theory and application. Proven successful cultivation of high-capacity prospects.
• Must possess superior written and verbal communication skills, with the ability to influence stakeholders and build productive relationships.
• Collaborative, outgoing and energetic individual with a sophisticated approach to relationship management.
• History of working effectively with colleagues at all levels of the organization and in serving as a trusted partner for academic, administrative, and volunteer leaders within a complex environment.
• Must demonstrate curiosity, eagerness to learn, and commitment to continuous improvement.
• Highest level of integrity, discretion, and respect for donor confidentiality and handling of sensitive information, tasks, and relationships.

Interested candidates, please submit a letter of interest and a resume to:

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All inquiries treated as confidential.