# Major Gifts Officer

**Reports To**
The Major Gifts Officer reports to the Chief Advancement Officer.

**Job Overview**
Purcell Marian is creating a Major Gifts Officer position to help build the future of philanthropy at the Castle for the next 100 years. This is a frontline, relationship-driven fundraising role responsible for identifying, cultivating, soliciting, and stewarding high-capacity individual donors while growing a sustainable culture of philanthropy.

The Major Gifts Officer also leads the identification, cultivation, solicitation, and stewardship of planned giving prospects, helping donors create legacy gifts that support Purcell Marian High School's mission for future generations. The position works closely with donors to facilitate charitable estate plans and other deferred gift arrangements.

Reporting to the Chief Advancement Officer, the Major Gifts Officer partners closely with executive leadership, members of the Board, and cross-functional colleagues to develop and execute donor engagement strategies, advance major gift solicitations, and strengthen Purcell Marian's impact throughout the community.

**Responsibilities and Duties**
<u>Major Gift Fundraising and Planned Giving</u>

- Manage and grow a portfolio of approximately 100 prospects.
- Regularly evaluate portfolio performance and donor readiness, adjusting strategies and priorities to maximize fundraising results.
- Proactively identify, research, qualify, and prioritize major gift prospects, maintaining a robust pipeline of prospective donors aligned with the school's fundraising priorities.
- Develop individualized cultivation, solicitation, and stewardship plans for each assigned prospect, and then execute on those stewardship plans.Conduct a minimum of meaningful donor interactions each month including face-to-face meetings with prospective donors and campaign supporters.
- Personally solicit gifts of $5,000 and above, with increasing emphasis on six-figure and transformational gifts.
- Prepare compelling proposals, gift agreements, and stewardship reports.
- Collaborate with school leadership to identify funding priorities that align donor interests with institutional needs, coordinating fundraising strategies with annual giving, alumni relations, communications, and special events.

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Donor Cultivation and Stewardship

- Ensure every major donor receives meaningful and timely stewardship.
- Coordinate personalized impact reports and donor recognition.
- Maintain regular communication throughout the donor lifecycle.
- Celebrate donor generosity while encouraging continued engagement.
- Represent Purcell Marian at campaign events, donor recognition activities, and cultivation opportunities.

**Performance Expectations**

- Meet annual major gifts fundraising goals.
- Achieve performance KPI's such as visits, proposals, and solicitation benchmarks.
- Independently manage multiple donor cultivation, solicitation, and stewardship initiatives, ensuring established deadlines and fundraising milestones are consistently met.
- Demonstrate strong organizational skills, attention to detail, and follow-through in preparing donor proposals, gift agreements, stewardship materials, and other fundraising deliverables.
- Provide sufficient lead time for internal collaboration, review, and approval of donor-facing materials and significant gift proposals.
- Increase the number of leadership-level donors.
- Grow planned giving commitments.
- Maintain accurate, complete and timely records in the CRM system, including donor interactions, meeting notes, prospect strategies, solicitation plans, proposals, commitments, and stewardship activities.
- Ensure all significant donor and prospect communications are appropriately documented and accessible to Advancement leadership and relevant team members.
- Utilize Salesforce to manage donor portfolios, track fundraising activity, monitor progress toward goals, and support accurate reporting and forecasting.
- Provide accurate and timely fundraising forecasts and updates to the Chief Advancement Officer to support departmental planning and campaign management.
- Ability to attend and participate in evening and weekend activities including frequent local travel throughout the Greater Cincinnati region.

**Qualifications**

- This is a full-time, temporary position created to support Purcell Marian High School's capital campaign. The position is expected to conclude upon the successful completion of the campaign and is not intended to become a permanent role.
- Three to five years of successful fundraising, business development, or relationship management experience.
- Demonstrated success securing gifts, sales, or investments through relationship-based strategies.
- Proven success meeting fundraising goals and strong portfolio management skills.
- Experience working with board members and other high-level volunteers in the cultivation and stewardship of donors and partners.
- Proficiency in Salesforce or a comparable donor CRM/database, including maintaining timely and accurate records of donor, prospect, stewardship, and other Advancement activity.
- A strong team player, demonstrated self-starter and motivational leader with excellent interpersonal skills, requiring minimal supervision.

**Why Join Purcell Marian?**

For nearly 100 years, Purcell Marian High School has provided transformational Catholic education rooted in the Marianist tradition. As the school prepares for its centennial and future strategic initiatives, the Major Gifts Officer will play a vital role in strengthening philanthropy, expanding educational access, and ensuring that future generations of Cavaliers continue to thrive. We have fun too!