



## Columbus School for Girls

### **Assistant Director of Development, Major Gifts**

Columbus School for Girls (CSG) is an independent day school in Columbus, Ohio, serving diverse students in grades pre-k through grade 12. Founded in 1898, CSG empowers girls to discover their distinct potential as learners and leaders. As a leader in the education of girls and young women, it is a vibrant community of more than 565 students, 135 faculty and staff, and 2,500 active alumnae.

Columbus School for Girls seeks to hire an energetic and creative full-time **Assistant Director of Development, Major Gifts**. The **Assistant Director of Development, Major Gifts** reports to the Chief Development Officer and is responsible for raising philanthropic support from CSG's major donors and developing a robust, strategic relationship management plan. The person is responsible for the identification and cultivation, solicitation, and stewardship of individual prospects who can support CSG at the \$10,000 and above level. The person will help build a strong base of individual donors to support the ambitious growth of the school in line with the strategic plan.

The ideal candidate will be passionate about the power education brings to girls and young women. They will be compelling in their commitment to connect the mission, vision, and needs of the school with those who are capable of and interested in making a difference to each student who attends CSG. The ideal candidate is a friend-maker and trustworthy advisor on ways to invest in CSG who is motivated by the importance of their role to the school and success in the achievement of their goals.

#### **Major Functions and Responsibilities:**

- Manage an active portfolio of 100-125 donor/prospects, develop cultivation and solicitation strategies in line with the school's priorities and prospect interest for gifts of \$10,000+.
- Develop and deepen relationships of Major donors.
- In conjunction with annual fundraising goal, develop major giving strategy.
- Create individual prospect goals within a portfolio based on the donor's history of giving and the school's knowledge of the prospect's capacity
- Increase the number of donors and average gift size of donors who give at a major or leadership level to CSG
- Manage strategic fundraising events
- Oversee stewardship of a high-quality donor experience through correspondence, donor engagement, professional proposals, mailings, recognition events and acknowledgements
- Analyze personal fundraising performance against benchmarks, metrics and KPI's
- Maintain monthly reports as required by management that accurately reflect activity and performance
- Represent CSG at external functions and events
- Support Planned Giving, Corporate Giving and Foundation Giving initiatives



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- Liaise with staff and volunteer leadership as needed
- Perform other duties as required

### **Experience, Characteristics, Qualities:**

- Bachelor's degree and 5+ years of proven fundraising success through securing five and six figure major gifts
- Demonstrated record of reaching and exceeding fundraising goals
- Exceptional verbal and written communication skills and attention to detail
- Experience with managing individual donor relations and moves management
- Demonstrated ability to meet deadlines, organize time, and prioritize in collaboration with stakeholders and a variety of constituents at all levels of the school
- Computer competence with Microsoft Office and Google Suites, Adobe, InDesign and databases; familiarity with Senior Systems a plus
- Ability to work independently as well as part of a team
- High degree of integrity, initiative, resourcefulness and curiosity
- A positive attitude and able to handle multiple projects at one time with grace and good humor
- Willingness to go above and beyond for the greater good
- Ability to travel up to 40% of the time

CSG offers a competitive salary, benefits, and professional opportunities and welcomes candidates who add to the racial, cultural, religious, and gender diversity of the school community.

Interested candidates should submit a cover letter outlining their interest in and qualifications for this specific position and a resume in a single Word document to: Diane Mosher, Hiring Coordinator, Columbus School for Girls, 65 S. Drexel Ave., Columbus, Ohio 43209; fax: (614) 252-0571; or email [hr@columbusschoolforgirls.org](mailto:hr@columbusschoolforgirls.org).

Please put ***Assistant Director of Development, Major Gifts*** in the subject line.

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