



MONTCLAIR KIMBERLEY ACADEMY

MAJOR GIFTS OFFICER

Montclair Kimberley Academy (MKA), is an award-winning, college-preparatory, coeducational, independent day school serving approximately 1,040 students, grades PK–12, on three campuses. MKA's challenging, engaging and innovative academic program provides a vibrant and transformative education. Our faculty's deep and genuine understanding of our students as individuals and as learners fosters their ethical development, intellectual growth, and personal success. MKA's diverse, collaborative, and inclusive community inspires students to lead lives of noble character, purpose, and distinction.

The Major Gifts Officer is instrumental member of Montclair Kimberley Academy's Development Department, responsible for raising operating, endowment, and capital support at the five -, six- and seven-figure level from all constituent groups. S/he will be responsible for identifying, cultivating, and soliciting new prospects and stewarding current donors toward higher commitments.

RESPONSIBILITIES INCLUDE:

- Manage a portfolio of 125+/- major gifts prospects and conduct 120 face-to-face meetings a year to assess, qualify, cultivate, solicit and steward donors.
- Serve as a contributing member of the Development Office, helping to qualify prospects and establish clear and quantifiable strategies for leadership-level prospects and donors, including ask amounts, solicitation timelines and stewardship moves for major gifts.
- Track activity in database through prospect assignments and proposals, draft and file contact reports, and use moves management system to regularly review prospect pool with Director of Advancement Services and Director of Development.
- Identify giving opportunities, draft proposals and write gift agreements.
- Lead the effort in developing a robust branded planned giving program, including identifying, cultivating, soliciting and stewarding planned giving prospects, stewarding donors who have already committed to planned giving, and helping develop marketing materials and communications for the planned giving program.
- Serve as an organizational leader of MKA's fundraising effort, demonstrating high personal and professional integrity and promoting open, positive collaboration across all three MKA campuses.
- Anticipate project needs, discern work priorities, and meet deadlines with little supervision, and be willing to travel and work occasional evenings and weekends.
- Assume other duties as assigned.

Qualifications:

- Five to seven years' experience in major gift fundraising with demonstrated success in building solid donor relationships leading to measurable results.
- Strong working knowledge of planned giving concepts and vehicles.
- Excellent time management and organizational skills, and abilities to work independently and manage many projects simultaneously.
- Strong verbal and written skills, emotional maturity, self-confidence, and a sense of humor.
- Advanced computer skills, including Microsoft Office, Raiser's Edge, and web-based applications.
- Knowledge of independent school culture.
- Bachelor's degree required,
- Availability to travel, and work evenings and weekends.

Interested candidates should submit a resume and cover letter to lperkins@mka.org