



Leadership Gifts Officer

Join a dynamic Advancement team as Forsyth Country Day School launches an ambitious comprehensive campaign. The Leadership Gifts Officer will focus on the identification, cultivation, solicitation, and closure of major annual, capital and endowment gifts by managing a select portfolio of donors with the capacity to give \$25,000+ to help meet Forsyth Country Day School's fundraising objectives.

Duties and Responsibilities:

- Build and expand the engagement of FCDS' leadership prospect pool; identify strategies and opportunities to align prospects with various School priorities as a key component of a comprehensive campaign.
- Cultivate, solicit, and steward a portfolio of current and prospective donors across constituencies.
- Generate monthly Leadership Giving activity reports that focus on where donors are in the process and defines next steps/communication
- Conduct monthly Leadership Giving strategy meetings with Associate Head of School for Advancement and Head of School.
- Develop and maintain a thorough understanding of FCDS' mission, core values and strategic plan.
- Partner with the Director of the Forsyth Fund to ensure clear communication in the cultivation and solicitation of donors across constituencies, and in maximizing contributions.
- Partner with colleagues in the Advancement team to plan and execute strategies around engagement and stewardship.
- Create opportunities to engage the Head of School, Associate Head of School for Advancement, trustees, campaign volunteers, faculty, and staff members in the cultivation and solicitation of current and potential donors.
- Perform additional duties as assigned.

Requirements:

- Prior experience in fundraising, preferably in independent school education or sales/relationship management relationship in the private sector.
- Experience with capital or comprehensive campaigns preferred.
- Experience with personal cultivation, solicitation, stewardship, and closing of leadership gifts.
- Bachelor's degree required.
- A high-level of comfort with data and prospect management systems is essential.
- Strong organizational skills.
- Results oriented with the ability to meet deadlines and goals; think strategically; engage people with a variety of backgrounds and viewpoints; work meticulously with close attention to detail.
- Strong interpersonal skills; have the ability to be tactful, diplomatic, and assertive.
- Exercise sound judgement in maintaining donor confidentiality.
- Willingness and ability to travel and work nights and weekends as required.