

Director of Leadership & Campaign Giving
Girls Preparatory School
Chattanooga, Tennessee

Girls Preparatory School inspires each girl to lead a life of integrity and purpose by engaging her mind, cultivating her strengths, and nurturing her self-confidence and respect for others.

Our School:

Girls Preparatory School (GPS) was founded to provide girls with the necessary courses to pursue a college education, GPS has proudly graduated almost 6000 young women since 1906. Currently, 131 faculty and staff serve about 600 girls in grades 6-12 with a college preparatory curriculum that includes a full complement of humanities, arts and STEM courses and co-curricular programs of leadership development, athletics, performing arts and community engagement.

General Description: Responsible for the overall management of the major gifts program, which is charged with managing relationships and securing support from donors who are capable of making gifts of \$10,000 and higher.

Essential Duties and Responsibilities:

- Work with the Assistant Head of School for Advancement, Annual Fund Director and Marketing & Communications Dept. to create and communicate messaging on the importance of supporting GPS through annual unrestricted giving by increasing outreach and understanding.
- Develop and implement a comprehensive strategic plan to determine and execute appropriate moves management tactics for soliciting and stewarding individual leadership prospects across the country, in partnership with the Assistant Head of School for Advancement, the Head of School and leadership volunteers.
- Manage a portfolio of 150-200 existing and new leadership prospects (\$10,000+) to build and strengthen relations with GPS.
- Create and coordinate new and/or existing multi-year micro capital campaigns designed to raise restricted or endowed funds to support specific areas of GPS work.
- Identify and recruit Corporate sponsors for major events including Mad, Bad, & Dangerous, an annual conference for women entrepreneurs and GPS' new Annual Signature Event.
- Develop and implement opportunities for professional development on major and special gifts for Advancement staff and volunteers.
- Work in partnership with the Annual Fund Director, Director of Alumnae Relations & Giving and other Advancement staff to ensure an effective coordination of outreach and stewardship efforts to reinforce the prospect relationship continuum.

- Co-ordinate an effective program for recognition, involvement and stewardship of major and campaign gifts donors with support from the Advancement Resources & Stewardship Coordinator.

General Skill & Experience Requirements:

- Bachelor's degree expected, advance degree desired.
- Five or more years of individual major gift or campaign fundraising experience, preferably in Independent schools and two or more years of management experience. Proven track record of securing five, six, and seven figure gifts, preferably from individuals.
- Understanding of women's philanthropy, current giving trends and factors that influence constituent giving.
- Ability to convey the value proposition for girls' education and the case for making a leadership gift/investment to support the work of GPS for prospects who may or may not have daughters.
- Willingness to seek professional development and learning to build the skills needed to successfully raise support for GPS.
- Ability to identify and establish connections with appropriate segments of leadership donor prospects, analyze their needs and develop strategies to capture the interest of these prospects and make the connection to the work of GPS in ways that build and maintain donor loyalty and trust.
- Professional demeanor, good judgment, and the ability to work independently, but collaboratively, in goal-oriented team environment.
- Must possess a personable demeanor, a sense of humor and a willingness to be engaged in the life of the School.
- Ability to initiate, analyze, monitor, evaluate and alter strategic advancement plans to achieve critical major gifts and capital program objectives.
- Proficiency in social media, Microsoft Office suite, and constituent, relational databases, preferably Rasier's Edge by Blackbaud.

GPS is offering an attractive compensation package for our Director of Leadership & Campaign Giving position. This includes salary, benefits and tuition remission. Interested applicants should upload their cover letter expressing their interest and how their background meets the expectations of this position, their resume, and the contact information for three professional references [using this link](#). Only applications submitted this way will be considered. Please submit applications by September 15, 2017.

Girls Preparatory School is an equal opportunity employer. We are committed to providing a workplace free from discrimination and unlawful harassment. It is the School's policy to provide

equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, genetic information, veteran status, or disability or any other characteristic protected under federal, state, or local anti-discrimination laws. It is the intent and resolve of the School to comply with the letter and the spirit of the law in the implementation of all facets of equal opportunity. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment.

All employees are responsible for complying with the School's equal employment opportunity policy.