**CHARLOTTE COUNTRY DAY SCHOOL**

**POSITION TITLE:** Director of Leadership Giving

**DEPARTMENT:** Advancement

**REPORTS TO:** Director of Advancement

**FLSA:** Exempt

**TERM:** 12 Months

**POSITION SUMMARY:** The Director of Leadership Giving will be an integral part of the Advancement and fundraising team to fulfill annual fundraising goals and grow engagement across the life of the school.

The Director of Leadership Giving reports to the Director of Advancement, who in turn reports to the Head of School.

**CORE FUNCTIONS:**

1. Cultivate, solicit, and steward approximately 75-100 individual major gift prospects across all constituencies (current parents, alumni, parents of alumni, grandparents, former Trustees, and Trustees
2. Lead and key partner on all strategic major gift work alongside Director of Advancement
3. Partner with Director of Advancement Services to direct identification, cultivation, solicitation, stewardship for major gift prospects
4. Manage membership, stewardship, and programming for the Board of Visitors
5. Help oversee all processes supporting the development program, such as:
	1. Prospect Research
	2. Gift processing, acknowledgements, and general reporting
	3. Reporting for Advancement Committee and Board of Trustees
6. Actively partner with the Director of Advancement to continually evaluate and coordinate collaborative fundraising efforts across the life of the school
7. Manage and grow our gift planning program
8. Write and submit foundation grants with support from Advancement services
9. Lead strategy driver on major donor events and stewardship and provide oversite for comprehensive stewardship plan each year
10. Manage specific capital and endowment fundraising and corresponding volunteer efforts as they arise
11. Actively partner with Director of Annual Giving on leadership annual giving prospects strategy and stewardship and key partner in leadership giving success

**PREFERRED EDUCATION, EXPERIENCE, AND SKILLS:**

1. Bachelor’s Degree
2. Proficient in Microsoft Word, Excel, Outlook, and PowerPoint
3. At least five to seven years of experience in fundraising with a proven track record of securing major gifts
4. Exceptional organizational and written and oral communication skills
5. Creative and strategic, while keenly tactical
6. Collaborative, team player who draws connections across constituencies and the life of the school
7. Deadline-driven, proactive, and forward thinking
8. Ability to demonstrate flexibility, tact, extreme confidentiality, and a strong instinct for protocol and etiquette
9. Community builder
10. Strong references that convey a track record of success in the fields of development, fundraising, or public relations
11. Willingness to work evenings and weekends on occasion, as well as limited domestic travel

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Charlotte Country Day School will be based on merit, qualifications, and abilities. Country Day does not discriminate in employment opportunities or practices on the basis of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin, or any other characteristic protected by law.