



# The Taft School

110 Woodbury Road  
Watertown, Connecticut

## POSITION DESCRIPTION

JOB TITLE: Director of Major and Planned Giving

DEPARTMENT: Advancement

REPORTS TO: Associate Director of Advancement

SALARY RANGE: Salary Commensurate with Experience

POSITION / FTE: 1.00 (Full Time Exempt)

### Job Purpose:

Reporting to the Associate Director of Advancement, this person will be specifically responsible for building, leading, managing, and providing motivation, accountability, and structure for a team focused on major and planned giving. She/he will be responsible for major/principal/planned gifts program; creating and managing a comprehensive donor engagement strategy for their portfolio along with managing direct reports; working collaboratively with a wide array of professionals and leaders to help build a robust portfolio of current and future donors in support of The Taft School; and participating in strategic planning cultivation and solicitation of an assigned portfolio of key prospects.

### Position Requirements:

The duties and responsibilities of the Director of Major and Planned Giving include, but are not limited to:

- ◆ Provide leadership and guidance for the Major and Planned Giving team to ensure donor engagement and revenue targets are achieved for both annual and long-term fundraising initiatives; oversee comprehensive team with a focus on strategy to cultivate, solicit, and steward donors to support School priorities.
- ◆ Create and manage a comprehensive donor development strategy for own portfolio and direct staff members' portfolios; provide motivation, strategy, accountability, and structure for staff to engage in ambitious major gift fundraising campaigns.
- ◆ Manage individual major gift portfolio to cultivate, solicit, and close gifts from key prospects at \$100,000 and above through multiple contacts and face-to-face visits, to average 10 visits per month.
- ◆ Work with colleagues to develop effective proposals and presentations for prospects to achieve the goals and objectives of the fundraising plans.
- ◆ Work closely with Advancement leadership to develop fundraising strategies for top School prospects.
- ◆ Support annual giving through solicitations and engagement.



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## Minimum Desired Qualifications:

- ◆ Requires a Bachelor's degree and a minimum of five to eight years of senior-level fundraising and campaign experience, preferably in higher education.
- ◆ Must have strong leadership and management experience, as well as the ability to serve as a mentor.
- ◆ Ability to envision and propose new methods to perform tasks that support revenue generation; take thoughtful risks; and accept new and ongoing initiatives, objectives, and solutions to gain sought-after results.
- ◆ Ability to anticipate and embrace change; demonstrated willingness to achieve, acquire, and utilize new skills and challenging tasks; flexibility in changing conditions.
- ◆ Must have an entrepreneurial approach to fundraising, combined with professional integrity and a commitment to the collaborative process.
- ◆ Must have strategic planning, organizational, and communication skills to articulate the mission of the School and fundraising goals of fiscal year and multi-year campaigns.
- ◆ Demonstrated effectiveness in working with a diverse student body, faculty, staff, and other constituents.
- ◆ Ability to create an environment where direct reports have the freedom and security to take initiative; deal with complexities with resilience, resourcefulness, and optimism; and appreciate open-mindedness, creativity, and agility in thought and tactics.
- ◆ Ability to establish credibility and confidence with stakeholders.
- ◆ Must have exceptional collaboration and interpersonal skills and the ability to be effective when engaging with all levels within the School.
- ◆ Must be conversant in planned giving opportunities and engage donors in conversations about planned giving.
- ◆ Flexibility and willingness to travel as a representative of The Taft School.

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*The Taft School is an affirmative action-equal opportunity employer in accordance with regulations adopted by the Commission on Human Rights and Opportunities. It is the policy of The Taft School to provide equal employment opportunities to all qualified individuals without regard to age, gender, race, color, national origin, ancestry, religion, actual or perceived disability, marital status, sexual orientation, gender identity or expression, veteran's status, genetic predisposition or any other class protected by law.*