

## High-Capacity Fundraising Opportunity

Philadelphia Classical School ([www.philaclassical.org](http://www.philaclassical.org)) was founded in 2013 and is a vibrant K-9 classical, Christian school, with a trajectory to be a K-12 school, adding one grade per year. PCS is located in Center City Philadelphia and exists as a dynamic urban community of teachers, staff, and parents who shepherd students in a transformative process from a childhood of discovery to a mature life of virtue. PCS has an energetic staff culture oriented toward growth and new possibilities. We would welcome a team member who has the potential to advance with the organization.

The opportunity for Major Gift Officer is to create a culture of giving through the cultivation of relationships with the school's key stake holders. Reporting to the Head of School, and in collaboration with Board Members, parents, and other major donors, this high-capacity fundraising professional will identify, cultivate, solicit and steward relationships with individuals for whom the school's mission and vision is of significant meaning and value. The MGO will align his or her focused efforts with the broader, volunteer efforts and the Board of Directors strategic, long-term efforts.

This new opportunity is part of PCS' comprehensive advancement plan. One of the advantages of this opportunity in comparison to the many other fundraising opportunities is PCS' commitment to ensuring their new candidate's long-term success and professional development. Whereas many fundraising professionals have to plead for consistent feedback, oversight, coaching, and training, PCS has partnered with Responsive Fundraising to ensure this commitment is interwoven into the role from Day 1. This commitment distinguishes PCS as an ideal employment opportunity for emerging fundraising talent.

### Responsibilities

1. Develop and steward a network of individual donors capable of making significant charitable commitments to the school. The network will consist of individuals representing student families, extend families, friends of the school, Board members, corporations and foundations.
2. Develop and implement engagement strategies for all portfolio donors. Routinely review engagement strategies with Head of School.
3. Creatively and strategically cultivate relationships with network donors.
4. Collaborate with Head of School, Founder, Board members, and major donors in developing and implementing engagement and solicitation strategies.
5. Draft and present proposals for one-time and multi-year commitments.
6. Consistently solicit, in-person, one-time and multi-year commitments. Align solicitations with annual, campaign, and strategic objectives.
7. Closely monitor and report on renewal rates.

8. Track all donor interactions in relationship management software.
9. Provide a monthly report to the Head of School summarizing the portfolio status, previous and upcoming engagements, outstanding proposals, gifts received and renewal rates.
10. Collaborate with Head of School and finance committee in the creation of annual budget.

#### Expectations

1. This individual will be expected to consistently represent the school in a variety of settings with a knowledge and understanding of school activities and growth. The MGO will consistently interact with, cultivate and solicit key stake holders who will expect that the MGO be highly-responsive to their interests and concerns.
2. The MGO will be expected to maintain a strategic focus on engagement with those individuals within the network. This individual will be expected to spend the majority of his or her time directly or indirectly with these donors. This individual will have limited administrative responsibilities and no supervisory expectations so as to ensure the greatest ROI.
3. As a high-capacity fundraising professional, it will be expected that this individual achieves measurable performance in the development of a donor portfolio, donor engagement, direct solicitation, charitable gifts received and renewal rates.

#### Characteristics

1. A strategic thinker, entrepreneurial, and willing to take risks
2. An effective communicator, comfortable with regular interaction with the school constituents including students, parents, teachers, grandparents, Board members, donors, and community representatives.
3. A salesperson; eager to persuade and to close the deal.
4. Politely persistent
5. Financially savvy; capable of discussions about money, wealth, and other assets.
6. A good sense of humor; willing to make mistakes
7. A quick learner; coachable.
8. Generous and compassionate

#### Minimum Qualifications

1. Demonstration of a living, Christian faith
2. BA/BS
3. Two-year workplace experience
4. Demonstrated written, oral, and electronic communication skills

#### Preferred Qualifications

1. Sales and/or professional fundraising experience
2. Private, independent school experience

#### Compensation

1. Compensation commensurate with education and experience
2. Competitive benefits including health and dental insurance