



Associate or Assistant Director of Major Gifts

PREAMBLE

Boston College High School is a Catholic, Jesuit, independent school serving young men across grades 7-12 from more than 140 communities across Massachusetts. Founded in 1863, Boston College High School continues its commitment to an authentic formation of the head, heart, and hands within the parameters of the Characteristics of Jesuit Education, the Ignatian Pedagogical Paradigm, the BC High Mission Statement, and the strategic plan. Beginning in fall 2027, BC High will extend its academic program to include sixth grade, extending the school to grades 6 through 12.

GENERAL SUMMARY

The Associate or Assistant Director will play a key role in BC High's historic *Illuminating Excellence* campaign and the school's overall philanthropic growth strategy. Reporting to the Director of Major Gifts, this individual will serve as an integral member of the advancement team and drive individual performance in securing major and leadership gifts.

While specific metrics will depend on the level of the hire, the Associate or Assistant Director will personally manage a portfolio of donors and prospects, with a focus on securing six- and seven-figure commitments in support of BC High's mission. This includes driving personalized strategies to cultivate, solicit, and steward existing donors while qualifying a robust pipeline of new major gift prospects.

This is an ideal position for a results-oriented fundraiser who excels at building strong donor relationships, seeks to expand their ability to drive increasing significant commitments, and wants to achieve transformative impact on BC High's Ignatian mission.

Reports To: Director of Major Gifts

ESSENTIAL JOB FUNCTIONS

- Model Institutional Advancement team values of collaboration, teamwork, professionalism, and mutual respect to contribute to a culture of trust within a high performing team.
- Qualify, cultivate, solicit, and steward a robust portfolio of 150 donors with a focus on securing major current use and endowed gifts, multiyear pledges, and estate commitments to support BC High's mission.
- Reach annual fundraising goals as established with the Director of Major Gifts and the Vice President of Institutional Advancement, including proposals, solicitations, in-person and virtual visits, pipeline growth, and dollars raised.
- Develop individualized strategies for meaningful engagement of donors, collaborating with School and volunteer leadership, faculty, and colleagues as appropriate.
- In partnership with IA colleagues, identify new gift prospects and qualify current leadership donors as prospective major and/or planned giving prospects to increase pipeline at all levels.
- Write proposals, donor briefings, and other materials as appropriate to meet donor and School objectives.
- Engage directly with BC High community to stay current on key happenings and the School's strategic direction, priorities and culture.



- Represent Institutional Advancement team and the school as needed at local, regional, and national Advancement, BC High, and community events.
- Regular travel, weekend and evening work will be required; other duties as assigned.

SELECTION CRITERIA

- Bachelor's degree and 3-5+ years of professional front-line fundraising experience with demonstrated success in meeting fundraising targets and securing gifts at appropriate levels.
- Knowledge of industry best practices and demonstrated commitment to the profession.
- Exceptional writing, communication, interpersonal skills, and a sense of humor are essential.
- Strong proficiency in the use of Microsoft Office, digital communication tools, and databases is required; proficiency in fundraising software is preferred.
- Capability to work both independently and collaboratively across internal and external constituencies; coordinate multiple projects with high attention to organization and detail.
- Ability to travel and work outside of regular business hours, when necessary.

Salary & Benefits: Salary is commensurate with experience, with a range of \$70,000–\$85,000 annually. Competitive benefits include tuition remission, cost-effective priced daycare on site (pending availability), free daily lunch and parking, among others.