



Director of Major Gifts

Department: Advancement
Reports to: VP of Institutional Advancement

PREAMBLE

Boston College High School is a Catholic, Jesuit, independent school serving approximately 1400 young men across grades 7-12 from various 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.

SUMMARY

The Director of Major Gifts will play a key role in BC High's *Illuminating Excellence* campaign and our overall philanthropic growth strategy. Reporting to the Vice President of Institutional Advancement (VPIA), this individual will serve on the advancement leadership team, lead the school's major gifts program, and drive individual performance.

The Director will personally manage a portfolio of donors and prospects, with a focus on securing major gifts and a particular emphasis on six- and seven-figure gifts through a blend of current use and endowed gifts through annually, multiyear pledges and estate commitments to support BC High's mission. This includes creating strategies to identify, qualify, cultivate, solicit, and steward donors while building a robust pipeline of new major gift prospects.

The Director will manage two major gift officers (MGOs), creating a strong, aligned team focused on expanding and sustaining a successful major gifts program. The goal is to consistently meet individual, team, and institutional fundraising goals, both during and after the campaign.

This is an ideal position for a results-oriented fundraiser who excels at leading a team and building strong donor relationships to achieve transformative impact.

PRIMARY RESPONSIBILITIES

- Model Advancement team values of collaboration, teamwork, professionalism, and mutual respect to build a culture of trust within a high performing team.
- Identify, cultivate, solicit, and steward a primary portfolio of 175 donors with a focus on securing major gifts and a particular emphasis on six- and seven-figure gifts/setting and meeting annual giving objectives for each prospect under management.
- Manage a discovery portfolio of 200+ alumni, qualifying prospects and existing leadership annual donors who are prospective major/planned giving prospects to increase pipeline at all levels.
- Achieve annual fundraising goals as established with the VPIA and other advancement leadership team members including donor retention, pipeline growth, in person and virtual visits, proposals/solicitations, and dollars raised.
- Develop strategies for meaningful cultivation, solicitation, and stewardship of donors, collaborating with

school and volunteer leadership, faculty, and colleagues as appropriate.

- Manage two Major Gift officers, creating an annual Major Gifts operating plan, establishing and assessing annual performance objectives, providing guidance on major gift strategies, and coaching staff for professional and personal growth to achieve institutional objectives.
- Create written proposals or other materials as appropriate that meet donor and School objectives.
- Engage with BC High community to stay current on key happenings and the School's strategic direction.
- Represent Advancement as needed at local, regional, and national Advancement events as well as institutional events; represent BC High at community events, as needed.
- Travel and weekend/evening work is required; other duties as assigned.

QUALIFICATIONS

- Bachelor's degree and 5-7 years of professional front-line fundraising experience and demonstrated success in meeting fundraising targets and securing six and seven figure gifts through a blend of current use and endowed gifts through annually, multiyear pledges and estate commitments.
- 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 Raiser's Edge 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; and ability to travel and work outside of regular business hours, when necessary.