



Mount St. Mary Academy  
Job Description/Offer  
Director of Donor Gifts

Send cover letter and resume to:  
**Kate Davis, Human Resources**  
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Effective: September 17, 2018  
Department: Foundation  
Reports to: President of the Academy/Foundation  
Classification: Salaried exempt ; fulltime with benefits

**Title: Director of Donor Gifts**

**Mission Statement of the Academy:**

*Mount St. Mary Academy, sponsored by the Sisters of Mercy, develops young women with a moral and intellectual foundation rooted in Catholic tradition. Mercy-minded and college-prepared, our students meet the future with wisdom, compassion and integrity.*

**Purpose:**

As a key member of the Foundation staff, the Director of Donor Gifts is expected to help procure financial gifts for the support of Mount St. Mary Academy, including for operational expenses, tuition assistance and special needs, and to help with stewarding donors to be life-long benefactors.

**Description of Position:**

This role has the highest level of responsibility among the Foundation staff and is positioned to assume managerial oversight, if required in the future. The Director of Donor Gifts will work closely with the President of the Foundation to accomplish goals, and the President will assist in making donor calls, as strategized.

The Director of Donor Gifts will have responsibilities associated with soliciting and stewarding donors for both Annual Fund and Major Gifts efforts. Time is to be divided between these two areas. The Director will help identify alumnae, parents and grandparents of students, volunteers and friends who will contribute to the Annual Fund and motivate them to take action. The Director is also expected to identify and qualify potential major donors, and design and implement successful cultivation and solicitation strategies. (Research support may be provided by another staff member.) The Director is expected to average 4-8 Major Gift prospect visits a month, and manage a Major Gifts portfolio of 50-75 prospects. The Director will decide if/when planned giving strategies should become a key strategy with individual major donors.

At this time, a major gift is defined as \$10,000 or above.

In addition to the responsibilities associated with the role of the Director of Donor Gifts, this individual will work with other members of the Foundation staff when team effort is needed. The individual will support prospect engagement related to cultivation and fundraising events.

The Director of Donor Gifts will assist the President as a secondary contact for Foundation Board members. The individual will be responsible for some administrative duties and/or for oversight of those duties, such as preparing the Foundation's reports to both the Foundation Board and the Academy Board, and assisting with the preparation of the Foundation budget. The Director will have oversight of Foundation committees associated with Annual Fund and with Major Gifts.

The Director of Donor Gifts will help coordinate efforts with the President and staff to attend funerals, speaking events and other activities where attendance by a representative of the Foundation is desired.

The Director of Donor Gifts will process stock, real estate and other gifts that are accepted by the Foundation, or train another individual to handle this.

The Director of Donor Gifts will have basic knowledge of planned giving strategies to understand how they may be attractive and beneficial to a donor. If needed, training will be provided.

**General Competencies:**

Mission – Knows the mission, vision and values of Mount St. Mary Academy. Personal beliefs and values are in line with day-to-day work.

Commitment – Behavior reflects values, needs and priorities of the organization. Thinks about what is good for everyone as well as self.

Service – Genuinely wants to help others, especially those in need. Gets real satisfaction from serving and helping others. Recognizes other people's needs and emotions. Tries to remove obstacles to good service.

Attitude Toward Change – Adapts to and works well with a variety of situations, people and groups. Looks for the good that change can bring and deals well with the fearful side of change. Suggests change when appropriate in own job.

Personal Effectiveness – Is willing to do more than is required in a job. Speaks confidently when expressing opinions and making decisions. Takes pride in work. Handles failures as learning experiences.

Achievement Motivation – Sets challenging personal goals and works towards excellence to continue to improve own performance.

Learning Orientation – Values improvement and looks for opportunities to learn. Familiar with the history and operation of Mount St. Mary and the variety of activities here. Able to problem solve in relation to job. Learns well from own and others' mistakes.

Interpersonal and Team Performance – Builds and maintains good relationships with people at work – within and outside department. Listens well to understand others' thoughts, feelings and concerns. Works well with others as part of a team, puts group priorities above own.

Respect for Differences – Recognizes and appreciates differences in people – their style, approach and background.

Quality Focus – Makes few errors and maintains high quality by checking work and developing ways to organize work and information. Actively explores ways to improve quality.

Problem Solving – Effectively uses information and critical thinking to recognize problems and work on solutions.

Task Accomplishment – Sees that the work is done within defined time and quality standards. Is able to balance more than one task at a time, set priorities and keep them.

Professionalism – Demonstrates appropriate language, attire, behavior and grooming.

## **Primary Responsibilities**

- A. Leads solicitation and stewardship efforts for the Annual Fund through contact with our board members, staff, alumnae, current/past parents and grandparents, vendors and other friends in the community. This includes managing direct mail efforts, and making phone calls and/or in-person visits.
- B. Solicits and obtains major gifts to meet a financial goal, which is mutually agreed upon in discussion with the President of the Foundation.
- C. Takes responsibility for managing activities associated with the Board of Directors of the Foundation.
- D. Initiates strategic planning with the President and staff of the Foundation to coordinate efforts so that others can also help identify, engage and solicit donors, as appropriate.
- E. Attends fundraising events and engages donors at events in keeping with the strategic plan.
- F. Assists other staff members as needed to help with special events.
- G. Identifies who will represent the Foundation at funerals and other external activities and takes an active role representing the President as appropriate when the President is unavailable.
- H. Maintains appropriate professional affiliations.
- I. Travels as needed to cultivate major donors and alumnae groups both in and outside of Arkansas.
- J. Incorporates planned giving strategies as part of donor engagement when feasible.

## **Reporting Relationships and Procedures:**

Reports to the President of the Foundation.

Any deviations from regular work hours e.g. illness, late arrival, leaving early, are approved by the President of the Foundation.

## **Qualifications:**

- Has a college degree.
- Has seven or more years of relevant experience.
- CFRE certification is desirable.
- Has an understanding of planned giving strategies.
- Is a self-starter who thrives in a career where prospecting and cold-calling are required.
- Has a personable, professional manner in dealing with volunteers, alumnae, trustees, administrators, staff and students.
- Has strong interpersonal, communication, and organizational skills.
- Has computer skills to include the Microsoft Office suite of products; experience with Raiser's Edge is desirable.
- Possesses the ability to be a team player and strategize effectively with other members of the Foundation staff.
- Agrees to participate in any Safe Environment training required by the Diocese of Arkansas.
- Has the ability to provide budgetary information and understand financial statements.
- Has a willingness to embrace and exemplify the Mercy values and culture of Mount St. Mary Academy.
- Participates in staff/faculty meetings, as appropriate, and develops team relationships with school personnel to enhance fundraising efforts.
- Passes a background check and has a good driving record.
- Is supportive of Catholic Christian principles.