

Position Available: Asst. Director of Annual Giving (Major Gift Officer)**Start Date: July 2020****FLSA Classification: Salaried, Exempt****THE CHURCH FARM SCHOOL****1001 E. Lincoln Highway
Exton, PA 19341**

Apply by letter to the address above (Attn: Jon V. Knorr, Director of Development) or by email: hr@gocfs.net. Include by separate attachments: cover letter, resume of qualifications and experiences and names and contact information for three professional references. Please enter the position in the subject line of the email.

Since 1918, The Church Farm School has been driven by its extraordinary mission to prepare a diverse group of boys with academic ability and good character to lead productive and fulfilling lives by making a college preparatory education financially accessible. Located in Exton, PA, CFS offers a college preparatory education for 180 boys in a boarding/day environment for grades 9 through 12. Additional information about CFS can be found at www.gocfs.net.

DESCRIPTION:

CFS is seeking a mature, organized, personable, creative and energetic individual to direct all aspects of annual Corporate, Foundations and Major Gift fundraising programs and activities. We are looking for a positive team player with demonstrated prior experience with securing individual gifts of \$25,000 or higher, writing and securing 5-7 figure foundation grants, and working with corporations to increase the PA Tax Credit program (EITC, OSTC, and SPE) donations.

Must Have:

- A minimum of a BA or BS degree.
- 5-7 years of annual / Major Gift fundraising experience with verifiable outcomes.
- Demonstrated experience closing \$25,000+ level gifts from individuals.
- Proficiency in MS Office, foundation research and fundraising software.
- Effective written, phone and face-to-face communication and fundraising skills.
- Clear understanding of the “donor development cycle.”
- 2-3 years of verifiable results of securing foundation funding.

Strongly Prefer:

- Demonstrated experience in event fundraising with verified outcomes.
- 3-5 years of work experience on a high functioning development staff team.
- Working within a strategic planning process.
- Experience with cold calling, first time prospect meetings and the moves management process.
- Working with a set portfolio of donor prospects.



Position responsibilities:

- Complete 70+ unique face-to-face annual visits (20-25 first-time visits) with individual prospects with documented results and recommended next steps regarding a solicitation plan.
- Direct, manage and increase number of Major Gifts (\$6,000+) by 10% annually.
- Direct, manage and increase all annual grant research and proposal writing (currently \$150,000+ annually) by 10% annually.
- Direct and manage the annual tax credit program; EITC, OSTC, SPE (currently \$500,000+ annually).
- Annual fundraising responsibility: \$700,000 - \$800,000.

SALARY AND BENEFITS:

Competitive, commensurate with experience. **POST DATE:** June 2020