



ST. MARK'S SCHOOL  
SOUTHBOROUGH, MASSACHUSETTS

Senior Major Gift Officer

St. Mark's School

Southborough, MA | Fall 2018

**Victoria Jones**

EXECUTIVE VICE PRESIDENT, FUNDRAISING PRACTICE LEADER

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BOSTON | NEW YORK

## ***St. Mark's School seeks nominations and expressions of interest for the position of Senior Major Gifts Officer.***

### **About St. Mark's School**



Located on 250 acres in the picturesque town of Southborough, Massachusetts and just 25 miles from Boston, St. Mark's School is a coeducational, college-preparatory school educating students in grades nine through twelve. Founded in 1865, St. Mark's is one of the nation's oldest boarding schools. From its founding days, St. Mark's has educated and prepared young people for lives of leadership and service. The School challenges its students to develop their individual analytic and creative capabilities by inspiring their curiosity and kindling their passions.

St. Mark's boasts an outstanding faculty of 70 members who lead 360 students through a rigorous curriculum and a full program of athletic, artistic, and spiritual activities. Class size averages 12 students with a student-faculty ratio of 5:1, and classes meet six days a week, Monday through Saturday. St. Mark's fosters a close and supportive community by engaging and motivating talented students of diverse backgrounds from around the country and the world—20% of the student body is international. St. Mark's values cooperation over self-interest and encourages each person to

explore his or her place in the larger world beyond campus. In doing so, the School molds global citizens who recognize the importance of excellence, values, character, and service to the larger community.

### **About Philanthropy at St. Mark's School**

St. Mark's School enjoys a rich tradition of extraordinary generosity from a committed group of alumni, parents, and friends. The School is in the early phase of a \$115 million comprehensive campaign—the largest in the institution's history—and \$64 million has been raised to date. Phase I of the campaign priorities included the construction of the STEM center, the Center for Innovation in Teaching and Learning, and a Global Citizenship program.

Phase II of the Campaign will focus on raising funds for Financial Aid, Faculty Excellence Fund, the Annual Fund, and a new residence hall, among other School priorities.



St. Mark's Annual Fund is also very strong. In 2017-2018, the Annual Fund received a record-breaking \$2,336,337 in gifts. The Annual Fund covers 10% of the School's operating budget, making possible a

broader array of courses and off-campus opportunities not typically found in a school of St. Mark's size. Unrestricted donations also contribute to the School's ability to offer competitive salaries and professional development opportunities for faculty and staff and enhance St. Mark's ability to attract a highly talented and diverse group of young men and women as students, 30% of whom receive financial aid.

With increasing philanthropic success, St. Mark's is poised to expand its fundraising efforts and grow its donor base in the coming years.

## About the Position

St. Mark's School seeks a Senior Major Gifts Officer (Sr. MGO) to manage a robust portfolio of alumni, parents, and friends of the School. As St. Mark's seeks to expand its donor base and strengthen relationships with its constituency, the Sr. MGO will perform a key role in the qualification and solicitation of the most philanthropically capable individuals and families to secure leadership annual gifts, major gifts, and planned gifts. Working with an identified pool of prospects, the Sr. MGO will generate and implement a custom engagement plan designed to move each prospect toward a gift in support of institutional needs and priorities. The Sr. MGO will report to the Director of Major & Principal Gifts. This is a largely external-facing position, requiring travel both locally and nationally.

## Key Responsibilities

- Manage a portfolio of approximately 125-175 alumni, parents, and friends capable of making gifts of \$100,000+
- Complete a minimum of 120 face-to-face visits with assigned prospects each year
- Secure six and seven-figure gifts, as well as leadership annual gifts from assigned prospects
- Conduct screening meetings and philanthropic profiles with assigned prospects
- Assist specific classes with Reunion Gift Campaigns, as needed
- Travel for events, volunteer meetings, and prospect meetings, and work evenings and weekends as needed



## Key Qualifications

- 3-5 years of advancement experience required, preferably in higher education or at an independent school in major and/or principal gifts
- A proven track record of developing, engaging, and managing a portfolio with experience soliciting and closing six-figure gifts
- A demonstrated ability to collaborate and communicate with people at all levels of an organization
- An enthusiasm for the students, mission, programs, and aspirations of St. Mark's School
- Strong time management skills, in addition to computer and writing skills



**St. Mark's School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, national origin, gender, age, sex, sexual orientation, disability or genetics, and any other characteristic or status protected by law.**

Please email your cover letter and resume in confidence to [StMarksSMGO@developmentguild.com](mailto:StMarksSMGO@developmentguild.com).

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For more information about St. Mark's School, please visit <https://www.stmarksschool.org/>.

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### About Development Guild DDI

Development Guild DDI is a national management consulting firm partnering with leading nonprofits to deliver the strategy, talent, and philanthropic resources that impact organizations and mission delivery. We focus our work across the nonprofit sector, particularly in the fields of education, health & science, the arts, and social justice.

More than 500 clients have shaped the regional, national, and global reach of our extensive relationships, knowledge, and results. Leveraging our work with nonprofit governance and leadership development, we deliver service in two areas: fundraising and executive search.