



## Major Gifts Officer

### Position

Community Partnership School seeks a Major Gifts Officer to begin immediately.

### Organizational Overview

Founded in 2006 by Germantown Academy and Project H.O.M.E., **Community Partnership School (CPS)** is a Pre-K through 5th grade independent elementary school located in North Central Philadelphia. Community Partnership School works tirelessly toward its ambitious vision: to meet talent with opportunity by providing children from a low-wealth community with the same quality education offered in the region's best private schools, supporting and engaging families in the process, and striving to transform lives and strengthen our community.

### Summary and Scope of Position

The Major Gifts Officer's primary responsibility will be to qualify, cultivate, solicit and steward a portfolio of current and potential individual and corporate donors with the capacity to make gifts of \$10,000±. S/he will work collaboratively with colleagues in the Advancement office, school administration, and volunteer leadership to create and implement fundraising plans that result in major gifts for Community Partnership School.

### Essential Job Functions

- Develop annual visit, solicitation and revenue goals in conjunction with the Director of Advancement
- Create detailed prospect relationship strategies around donor interests and school priorities for an assigned portfolio of approximately 100 current and prospective donors
- Conduct 8-10 face-to-face meetings per month for the purposes of qualifying, cultivating, soliciting and stewarding prospects and donors
- Prep for and attend donor meetings with Head of School and volunteers (e.g. board members)
- Prepare proposals and materials including written documentation for accurate gift recording, acknowledgements and reporting
- Ensure the integrity of information in the school's DonorSnap database relevant to assigned prospects, including visit reports, stages, strategies and tasks
- Develop a thorough understanding of CPS' mission, evolution, academic and extracurricular programs, and its faculty, students and administration; maintain a thorough understanding of the School's current and future priorities and initiatives
- Work with Associate Director of Advancement on corporate sponsorship efforts for Celebrate CPS
- Provide staff support for Major Gifts Committee
- Serve as Capital Campaign interface
- Prepare communications for and track individual tax credit programs
- Attend and support appropriate donor engagement events as related to assigned prospects or as needed by the department
- Participate in departmental and professional training programs to increase expertise and visibility within the community
- Promote a flexible, collaborative and inclusive work environment
- Other duties as assigned by the Director of Advancement

### Qualifications and Requirements

- Bachelor's degree required

(Continued)

- At least three (3) years of direct experience in non-profit fundraising, or transferrable experience in financial services, marketing/sales or educational management;
- Self-starting strategic thinker whose hallmark qualities include persistence, affability and drive
- Exceptional written and verbal communication skills and an ability to relate to a variety of people of all ages and backgrounds
- The ability to work in a fast-paced, goal-oriented environment
- A demonstrated commitment to diversity, equity and inclusion
- Availability to work occasional nights and weekends
- A valid driver's license and use of personal car

**To apply please submit a resume to Anne Wilmerding at [a.wilmerding@communitypartnerschool.org](mailto:a.wilmerding@communitypartnerschool.org).**