

Position Announcement

Major Gift Officer

Asheville School
Asheville, North Carolina



Reports To

Director of Philanthropy

Organization Profile

Amid the rugged mountains of Western North Carolina: exceptional students live, learn and work together to take part in something bigger than themselves.

Founded in 1900, Asheville School is a private, coeducational, university-preparatory boarding school in Asheville, North Carolina. The campus sits on 300 acres amid the scenic Blue Ridge Mountains and currently has 295 students enrolled in grades nine through twelve. In 2018 the campus was recognized as the most beautiful private school campus in North Carolina and the school has been ranked among the best boarding schools in the U.S.

The Asheville School Mission is:

"To prepare students for college and for life and to provide an atmosphere in which all members of a diverse, engaged and purposefully small school community appreciate and strive for

excellence - an atmosphere that nurtures character and fosters the development of mind, body and spirit"

Students learn to embody Asheville School's Core Values:

Perseverance

When the going gets tough, the tough get going. At Asheville School, students stick through the task at hand, whether that be in the classroom, on the field or in the great outdoors. Students learn that those who persevere grow from each challenge.



Integrity

Asheville School students learn the value of being honest, trustworthy and forthright. Students recognize the importance of being known as a person of integrity.

Respect

Respectful people value people, places, and practices. At Asheville School, respect for people of all races, cultures, ethnicities, and gender orientation ensures that students feel safe in their surroundings. Religious practices are honored. Buildings and grounds are taken care of and enjoyed.

Compassion

Compassion is empathy in action. At Asheville School, compassion is manifested in our service program and through the daily acts that can be seen across campus, like the quiet support of a friend or the help an advisor offers a struggling student.

Position Summary

Asheville School seeks a gift officer whose primary responsibility will be the identification, cultivation, and solicitation of major and planned gifts of \$25,000 plus from alumni, parents, grandparents and friends of the school. Building upon and nurturing the generosity of those who support the institution

and the School's mission will be a top priority. In addition to the major and planned giving focus, this officer will also participate in the strategic planning and philanthropic vision for the years ahead.

The Major Gift Officer will work closely with school leadership to develop and implement individualized strategies for prospects and donors to meet short and long-term goals. The primary objective of the Major Gift Officer is to develop strong, lasting and genuine relationships built upon an understanding of donors' interests, passions and values related to Asheville School.

Specific Responsibilities

- Identify, qualify, cultivate, solicit and steward donors for gifts of \$25,000 or more.
- Responsible for effectively managing a portfolio of approximately 100 major gift prospects.
- Develop and execute tailored strategies to further engage each prospective donor.
- Facilitate meaningful relationships between donors and key influencers.
- Identify, cultivate and steward planned giving prospects
- Collaborate with colleagues to ensure the highest level of professionalism in working with prospective and current donors.
- Work with the Director of Philanthropy and Head of School to formulate cultivation and proposal strategies.



Qualifications

- Educate and inform donors on ways to support the school that are aligned with their philanthropic goals.
- Meet or exceed monthly performance metrics.
- Track moves on a weekly and monthly basis by updating contact reports that detail cultivation, solicitation and stewardship activities.
- Uphold the highest ethical standards when representing Asheville School on and off campus.

Qualities and experiences that ideal candidates should display include:

- Bachelor's degree required.
- 5 years of experience in Major Gift fundraising or closely related field.
- Excellent interpersonal and communication (written/verbal) skills.
- Demonstrated ability to effectively cultivate, solicit, and secure a minimum of \$1 million annually.
- Interest in independent school education and a dedication to promoting the school's fundraising priorities by developing relationships with faculty, senior academic and administrative leaders, board members, volunteers and the Department of Philanthropy team.
- Ability and willingness to travel approximately 60% of the time.
- An ability to embody Asheville School's cultural values.
- Strong sense of responsibility for achieving personal fundraising goals.
- Capacity to manage and organize confidential information and to exercise discretion and sound judgment.

Preferred

Preference will be given to candidates that also display one or more of the following:

- Fundraising certification (CFRE, FAHP, CFP, CSPG or equivalent).
- Advanced Degree.
- Experience with Raiser's Edge CRM.
- Professional experience in an educational environment.

Memorandum

The salary and benefits are competitive and commensurate with experience and qualifications. Paschal•Murray supports the commitment of our client in encouraging applicants from diverse backgrounds and cultures. As a condition of employment, our client reserves the right to conduct background verification including academic, work, driving, credit, and criminal histories. This position announcement is not intended to be an exhaustive list of all responsibilities and requirements. It is presented as a fair reflection of the principal job elements.

Nominations and applications are welcome. Please send résumé and letter of application as separate documents attached to an e-mail message to:

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