



## Detroit Catholic Central High School

<b>Job Title</b>	Major Gift Officer
<b>Location</b>	Catholic Central High School, 27225 Wixom Road, Novi, MI 48374
<b>Reports To</b>	Director of Advancement
<b>Classification</b>	Full-Time, Exempt
<b>Direct Reports</b>	None
<b>Base Hours</b>	Monday -Friday 8:00 a.m. – 4:00 p.m.; some evenings, weekend & travel expected
<b>Pay</b>	Based on experience
<b>Start Date</b>	Immediate

### Position Summary:

The Major Gift Officer is responsible for activities related to identification, cultivation, solicitation and stewardship of annual, major and planned gifts from alumni, current parents, new friends, and corporations.

### Duties and Responsibilities:

- Identify and solicit major gift prospects and cultivate relationships.
- Steward existing and new donors and help them accomplish their philanthropic goals through their major, planned and annual gifts.
- Manage a list of donors and prospects, while focusing on major and annual giving.
- Work within a database system to track and assess major gift fundraising metrics.
- Represent Catholic Central to external constituents through service and community involvement.
- Assist other Advancement team members with department-related activities (i.e., Boys' Bowl, Reunions, Alumni Board activities and other special events) as needed.
- Assist other Advancement team members with department communication items (i.e., Aluminator articles, Vlog & E-newsletter content).
- Participate in team meetings.
- Serve on committees and take on additional Advancement Dept. tasks as assigned or requested by the President or Director of Advancement.
- **Performance Expectations:**
  - Manage portfolio of 100-150 donors
  - 75 major asks per year

**Knowledge, Skills and abilities:**

- Extensive working knowledge of principles of advancement, development and philanthropy.
- Demonstrated experience with donor identification, cultivation, solicitation and stewardship.
- Highly developed interpersonal skills.
- Exemplary communication skills: oral, written, listening, and presentations skills.
- Critical thinking abilities required; ability to define problems and draw valid conclusions.
- Strong organizational skills, ability to multi task and consistently meet deadlines.
- Excellent management skills including ability to power through challenges.
- Ability to establish and maintain confidential and professional working relationships with administrators, stakeholders, alumni, donors, vendors and the general public.
- Technology proficiency with development software (i.e., Blackbaud), Microsoft Office products (Word, Excel, PowerPoint) and Google Mail.

**Minimum Qualifications:**

- Bachelor Degree in Business or related field from an accredited institution.
- **3+ years of experience in development with proven major gift asks track record.**
- A practicing Catholic and very knowledgeable about the Catholic faith.
- Able to easily engage people in dialogue about the mission and vision of Catholic Central High School.
- Completed, or willing to complete, the Archdiocese of Detroit Protecting God's Children course.
- Must submit to drug testing, fingerprinting and criminal background check.

**How to Apply:**

Complete a Staff Application found on the Catholic Central web site,  
<http://www.catholiccentral.net/careers>

Send application, resume, and cover letter, including salary requirements, to:

Human Resources Manager  
Detroit Catholic Central High School  
27225 Wixom Road  
Novi, MI 48374

Or e-mail above documents to: [mheshczuk@catholiccentral.net](mailto:mheshczuk@catholiccentral.net)