



Position Title: **Leadership Annual Giving Officer**

Last Updated: March 2025

Reports To: Director of Advancement

Status: Exempt-Staff Salaried; Permanent Full-time

Schedule: Calendar Year; Monday through Friday in person, on campus:
Base 40 hours per week; Actual hours will be assigned per the needs of the department
Travel required (25-35% of time)
Expected to work evenings and weekends to participate in Alumni/Advancement Events

Benefits: Full benefit eligibility
Tuition Remission Eligible-No

Summary Description:

The Leadership Annual Giving Officer (LAGO) is a key member of Williston Northampton's Advancement team, responsible for cultivating, soliciting, and stewarding donors capable of making annual gifts between \$1,000 and \$25,000 for current use priorities. The LAGO will build relationships with alumni, parents, and friends, fostering increased philanthropic support for the school's mission and will conduct personalized outreach across multiple communication channels to a portfolio of 200-350 annual giving prospects. Using a suite of tools, the LAGO will leverage digital engagement to develop personal relationships through customized outreach and cultivate experiences that deepen connection to the school and result in continued or increased philanthropic support. The LAGO is responsible for discovery and solicitation, with an emphasis on leadership annual fund giving, class-based reunion fundraising, and volunteer-driven fundraising. This position is an externally focused role, requires travel, and is expected to be in-person, on campus.

Essential Functions:

• **Portfolio Management:**

- Manage a portfolio of approximately 200-350 donors and prospects.
- Conduct face-to-face, virtual, and phone meetings to qualify, cultivate, solicit, and steward donors.
- Develop personalized engagement and solicitation strategies to retain and upgrade donor support.
- Meet and exceed annual performance metrics which may include but are not limited to number of donor visits, solicitations, and major gift referrals.

• **Fundraising & Solicitation:**

- Solicit gifts of \$1,000–\$25,000 for current-use unrestricted and restricted priorities.
- Assist with major Annual Giving initiatives, Reunion giving campaigns, and leadership donor stewardship.
- Collaborate with faculty, staff, and volunteers to maximize engagement and fundraising success.

• **Donor Stewardship:**

- Provide timely, personalized acknowledgment and recognition for leadership donors.
- Respond effectively to donor inquiries and concerns, maintaining strong relationships.
- Prepare reports on fundraising progress and outcomes.

• **Collaboration & Strategy:**

- Partner with Advancement colleagues to identify and transition major gift prospects.
 - Work with academic and administrative departments to align donor interests with institutional priorities.
 - Collaborate on messaging and outreach strategies for Leadership Annual Giving.

Qualifications:

- Bachelor's degree required
- Two to five years of advancement or related experience, preferably in an academic environment
- **Relationship Management & Communication:** Strong interpersonal, written, and oral communication skills, with an upbeat, collaborative approach to engaging donors and stakeholders.
- **Organizational & Teamwork Skills:** Ability to multitask, prioritize responsibilities, and work both independently and as part of an energetic, committed team.
- **Professionalism & Integrity:** Trustworthy, honest, respectful, and sensitive, with the maturity and interpersonal skills to foster donor confidence while maintaining confidentiality and stewardship of sensitive data.
- **Strategic & Analytical Thinking:** Strong problem-solving and analytical skills, with a strategic approach to relationship management and annual giving leadership.
- **Knowledge & Commitment:** Familiarity with giving instruments, execution, and administration, along with a genuine interest in the School's alumni, students, projects, and reputation.
- **Other:** Must be proficient with the use of Microsoft Office Suite (Word, Excel, etc.), knowledge of Blackbaud and familiarity with fundraising and relational database software a plus, willingness to learn new systems/tools
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular consistent attendance and punctuality is required as a condition of employment
- Possess a valid driver's license

Additional Responsibilities:

- Expected to work evenings and weekends to participate in Alumni/Advancement Events
- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards.
- Must always maintain high level of personal hygiene and cleanliness
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- If applicable, Faculty and Administrators shall be responsible for reviewing and understanding the provisions stated in the Faculty/Administration Supplement
- Other duties as needed/assigned by the Director of Advancement or Chief Advancement Officer

Physical Qualifications:

- Regularly communicates with other staff, brokers, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information in these situations
- Occasionally moves small/medium sized items that may weigh up to 25 pounds
- Can move about the offices to access files and/or office machinery
- Will regularly operate computers or other office machinery, i.e. calculators, copy machines, printers
- Observes, recognizes, identifies other staff, brokers, vendors, visitors
- Can remain in a stationary position, (i.e. sitting, standing), for extended periods of time

Working Environment:

- The work environment is usually moderately quiet; however, variations in noise level may occur when employees attend school functions such as assemblies and other events
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
- This position is primarily an administrative role performing duties in a typical office setting and thus is exposed to minimal adverse working conditions
- The employee may spend long hours in intense concentration

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects the administration's assignment of essential functions; and nothing in this herein restricts the administration's right to assign or reassign duties and responsibilities to the job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.