

**Moorestown Friends School  
Moorestown, NJ**

**Director of Major and Planned Giving**

At Moorestown Friends School, we weave academic rigor with Quaker values to serve a dual purpose: offering uncommon intellectual challenges while also instilling vital emotional and ethical attributes that empower our students. Our focus on relationships creates conditions for great intellectual daring, remarkably productive collaboration, and courageous perseverance. And our Quaker values impart universal principles of equality, compassion, reflection, and responsibility—which serve students from all backgrounds and belief systems and remain relevant in rapidly changing times.

**Summary:** The Director of Major and Planned Giving is responsible for guiding and ensuring the successful implementation of tailored strategies to increase philanthropic giving at Moorestown Friends School while developing and managing relationships with a portfolio of major and planned gift prospects. The Director focuses on the identification, cultivation, solicitation and stewardship of constituents who are capable of, or who have already made, major or planned gifts to MFS. The Director develops and implements strategies to market and secure planned gifts. The Director of Major and Planned Giving is a full time, 12-month professional position and reports to the Director of Development. The position entails travel to visit prospects, as well as frequent evening and weekend obligations including committee meetings, special events, and regional alumni gatherings.

**Duties & Responsibilities:** The Director of Major and Planned Giving provides strategic direction and an annual operating plan for the achievement of major and planned giving goals.

- In partnership with the Development staff:
  - Ensures appropriate and effective use of major gift fundraising and moves management protocols, following best practices.
  - Prepares and analyzes regular reports on major gift fundraising and activity and uses them to inform and/or adapt strategy and tactics.
  - Identifies constituents for potential addition to the major and/or planned gifts pipeline.
- Manages a personal portfolio of approximately 100 major donors and prospects capable of making leadership outright or planned gifts to MFS.
  - Conducts no fewer than 120 individual qualification, cultivation, solicitation and stewardship meetings per year
  - Submits no fewer than 20 major gift proposals per year.
  - Leads strategy for annual giving solicitations of managed prospects.
  - Accurately documents all work with prospects and tracks activity within Raiser's Edge/RENXT; and generates reports on progress along each prospect's cultivation/solicitation/stewardship plan.
- Oversees strategy and marketing program for planned giving society.
- Serves as a planned giving resource and maintains up-to-date planned giving knowledge.
- Works with the Business Office, estate planners, attorneys and donors to set up and steward major and planned gifts.

- Collaborates with Development staff to ensure the effective development of strong relationships among constituents and between constituents and MFS; the education of constituents about why philanthropic support is needed; and communication of the school's appreciation for and the impact of contributions made by donors.
- Provides input on and assists in managing the major, planned giving, and stewardship budgets.
- Participates in Development, Campaign Committee, and other committee meetings with MFS volunteers as requested and appropriate.
- Understands and promotes best practices in fundraising.
- Assists with other Development program initiatives as requested and appropriate.

***Qualifications/Requirements:***

- Bachelor's degree
- Demonstrated ability to strategize, implement, and build major gift programs and activities.
- Demonstrated personal, major gift solicitation experience.
- Strong interpersonal skills with the ability to effectively and persuasively communicate (in writing and speaking) with the many school constituencies.
- Effective team member with an ability to independently pursue projects in an entrepreneurial manner.
- Willingness to be deeply involved in the life of the school.
- Personable and professional, exhibiting good judgment and a sense of humor.
- Detail-oriented with the ability to maintain confidentiality and discretion.
- Previous independent school, collegiate or non-profit development experience is a plus.
- Experience with Raiser's Edge software is an asset.
- Must be able to travel and work evenings and weekends as needed.
- A commitment to the values and spiritual foundation of a Friends school.

**BENEFITS**

Moorestown Friends School offers a comprehensive benefits package which includes paid time off, medical, dental, vision, 403b with matching contribution, and company paid life insurance and long term disability.

Moorestown Friends School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

**Contact:** Interested and qualified candidates should forward via e-mail a cover letter, resume (which must include the names and addresses of three professional references), a writing sample and/or sample of work to the following:

Amy Bitting, Director of Human Resources, Moorestown Friends School  
 110 E. Main Street, Moorestown, NJ 08057  
 abitting@mfriends.org