

MAJOR GIFTS DIRECTOR POSITION GUIDE

ABOUT SAINT MARY'S COLLEGE www.saintmarys.edu

Saint Mary's College is a four-year, Catholic, women's liberal arts college that is located in Notre Dame, Indiana just north of the city of South Bend. Founded in 1844 by the Sisters of the Holy Cross, it sits across the street from the University of Notre Dame and includes 100 acres of trees, gardens, historic buildings, and technologically advanced classrooms beside the Saint Joseph River.

Saint Mary's mission statement reads, "Founded by the Sisters of the Holy Cross in 1844, Saint Mary's College promotes a life of intellectual vigor, aesthetic appreciation, religious sensibility, and social responsibility. Saint Mary's is a Catholic, residential women's college in the liberal arts tradition offering undergraduate degrees and co-education graduate programs. A pioneer in the education of women, the College is an academic community where students develop their talents and prepare to make a difference in the world. All members of the College remain faithful to this mission and continually assess their response to the complex needs and challenges of this contemporary world." Learn more about the College's [mission and core values of Learning, Community, Faith/Spirituality, and Justice](#).



Frequently ranked among the top 100 Best National Liberal Arts Colleges by U.S. News & World Report, Saint Mary's distinguishes itself through its status as a preeminent women's college and its focus on Catholic education. A Saint Mary's education offers students six nationally accredited programs, more than 30 majors, and preparation for today's professional expectations with an emphasis on personal responsibility for social justice. The College enrolls approximately 1,600 students from nearly all U.S. states and ten countries – with 93% of graduates earning their degree on-time and within four years. Saint Mary's also offers graduate programs for men and women in the areas of autism studies, data science, speech language pathology, and nursing practice. In 2016, [Jan Cervelli](#) was formally installed as the 12th President of St. Mary's College.

In 2014, Saint Mary's College completed their six-year [Faith Always, Action Now](#) comprehensive campaign – the largest in the institution's history – at \$105 million (\$25 million above its initial goal). Since the campaign's completion the College has continued to build out its \$177 million endowment, purchased 41 acres of new, undeveloped land, and begun preparation for the institution's next strategic plan. This plan is set to be approved by Board members in summer 2018, and will drive the institution's fundraising priorities as the College moves towards a new set of exciting opportunities.

MAJOR GIFTS DIRECTOR

The Major Gifts Director is responsible for the identification, qualification, cultivation, solicitation, and stewardship of assigned prospects with a gift capacity of \$25,000+. The Director works in partnership with the Executive Director of

Development to engage the College's closest partners, resulting in increased investment in the College. This individual reports directly to the Executive Director of Development.

RESPONSIBILITIES

- Implement the College's fundraising strategy as it relates to major gifts, including qualification, cultivation, solicitation, and stewardship of donors.
- Directly manage a personal portfolio of approximately 150 high-level major gift prospects.
- Initiate and strengthen relationships with donors; involving each assigned prospect in the mission and priorities of the College.
- Meet goal of 12-15 donor visits per month.
- Create individualized plans for donors, setting and meeting both annual and major gift objectives for each prospect under direct management.
- Utilize College resources, including Banner database and in-house research, to identify, cultivate, and solicit an increasing base of individuals capable of providing gifts of \$25,000 and greater.
- Prepare materials for College President and other volunteers for high-level engagement with key prospects.
- Travel extensively to develop donor relationships across the country.
- Help to promote Saint Mary's gift planning program.
- Perform other duties as assigned.



QUALIFICATIONS

The following qualifications are desired for the Major Gifts Director:

- A minimum of five years of sophisticated major gifts experience, preferably in a higher education or independent school setting.
- A genuine passion for all-women's education and the ability to effectively communicate the mission of Saint Mary's College.
- Demonstrated track record of building effective, long-term relationships with prospective donors.
- Proven record of successfully achieving prior fundraising goals.
- Excellent written and oral communication skills with the ability to create and edit compelling documents for prospective and current donors
- Superior interpersonal and organizational skills, with an ability to demonstrate sincere interest in others, listen closely, and think strategically.
- Demonstrated success in working collaboratively with many constituencies.
- Experience recruiting and coordinating volunteers.
- A general understanding of planned giving vehicles.

- Ability to travel extensively, complete tasks with minimal supervision, and manage up when necessary.
- An entrepreneurial, energetic, and self-motivated work style with a sense of humor.
- A bachelor's degree from an accredited college or university is required.

APPLICATION

To be considered for this opportunity, please send a letter of interest and resume to:

Joey Scheiber

Associate Consultant, Executive Search

joey.scheiber@campbellcompany.com

Phone: (312) 896-8897



One East Wacker Drive, Suite 2100
Chicago, IL 60601

Saint Mary's College, founded and sponsored by the Sisters of the Holy Cross, an order of the Roman Catholic Church, was chartered as an institution for women as a Catholic witness in higher education. It has continued to adhere to that focus and mission. As a Catholic institution, the College reaffirms its mission and philosophy which call for a modeling of social justice and Christian principles in our personnel policies and practices.

All College policies, practices, and procedures are administered in a manner consistent with our Catholic identity. With the foregoing understanding, Saint Mary's College will not engage in discrimination based on sex, race, color, national origin, religion (except where religion is a bona fide occupational qualification), age, disability, citizenship status, genetic information, veteran status, or any other characteristic protected by law. Based on our Catholic values, the College also prohibits discrimination based on sexual or political orientation.

In the areas of undergraduate admission, academic year housing, and varsity athletics, Saint Mary's College will remain exclusive in respect to sex, but not as to any of the other above-mentioned characteristics.