

**Hopkins School  
986 Forest Road  
New Haven, CT 06515  
(203) 397-1001**

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**POSITION TITLE:** Development Officer  
**REPORTS TO:** Director of Leadership Giving  
**SUPERVISES:** Not Applicable  
**TYPE:** Full-Time  
**FLSA STATUS:** Non-Exempt

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**POSITION PURPOSE:**

The Development Officer works with a growing Office of Alumni and Development to help lay the foundation for comprehensive campaigns. Reporting to the Director of Leadership Giving, the Gift Officer is responsible for managing a portfolio of 150 highly rated donors and prospective donors capable of making gifts of \$100,000 or more.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop and maintain a thorough understanding of Hopkins' strategic priorities and be able to effectively articulate them to donors.
- Identify strategies and opportunities to align donor interests with key campaign funding priorities.
- Cultivate, solicit, close, and steward major and capital gifts from assigned
- Develop, write and present proposals in keeping with campaign priorities and in line with donor interests
- Create opportunities to engage the Head of School, Trustees, campaign volunteers, faculty, and staff members in the cultivation and solicitation of donors
- Work collaboratively with fellow Development team members to ensure effective coordination and communication
- Meet assigned activity and revenue goals
- Attend school-sponsored events as appropriate

**MINIMUM QUALIFICATIONS:**

**Experience and Education:**

- Bachelor's degree required

**Knowledge, Skills and Abilities:**

- Authentic desire to work in an independent school environment
- Ability to effectively communicate the School's mission and priorities
- Exceptional interpersonal and communications skills
- Unwavering integrity and good judgment
- Strong organizational and time management skills
- Ability to work effectively both as part of a team and independently
- Willingness and ability to travel extensively (both regionally and nationally) to develop and strengthen relationships with donors and prospective donors

## **WORKING CONDITIONS AND WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the job unless those accommodations would impose an undue hardship on the school.

### **Physical Demands:**

- Must be able to sit at a desk for extended periods of time
- Must be able to work at a computer terminal for extended periods of time
- Must be able to ascend and descend stairs

### **Special Environmental Factors:**

- Close office setting
- Occasional air travel
- Must be able to work with moderate noise level

*Hopkins School believes that all persons are entitled to equal opportunity for employment and strictly prohibits discrimination based on race, color, creed, sex, religion, national origin, age, gender, gender identity, physical or mental disability, veteran status, marital or civil union status, sexual orientation and/or other protected classes.*