

## Position Summary

Hopkins School, an independent, gender-inclusive, college-preparatory day school in New Haven, Connecticut serving 715 students in grades 7-12, is seeking an enterprising **Development Officer, Leadership Giving**.

Reporting to the Director of Leadership and Annual Giving, the **Development Officer, Leadership Giving** will join a talented team working to expand philanthropic support from alumni, parents, past parents and friends. The **Development Officer, Leadership Giving** is responsible for identifying, qualifying, cultivating, soliciting, and stewarding a portfolio of current and prospective donors capable of making leadership annual gifts ranging from \$1,660 - \$25,000+. This position requires regular travel and includes some evening and weekend responsibilities.

## Roles and Responsibilities

- Manage a portfolio of 100-125 donors and prospective donors, with an emphasis on acquiring new donors, reactivating lapsed donors, and upgrading existing donors.
- Develop and maintain a thorough understanding of Hopkins' strategic priorities and be able to articulate them effectively to donors.
- Identify strategies and opportunities to align donor interests with key School funding priorities.
- Work collaboratively with Advancement team members to support all individual and broad-based appeal campaigns, including the Annual Fund and any restricted fundraising efforts, to ensure a robust fundraising program.
- Maintain accurate, detailed and timely records of conversations with donors and prospective donors.
- Meet assigned activity and revenue goals.
- Attend school-sponsored events as appropriate.

## Required Knowledge, Skills and Abilities

- Authentic desire to work in an independent school environment, ability to effectively communicate the School's mission and priorities, and willingness to travel extensively to develop and strengthen relationships with donors and prospective donors.
- Adhere to ethical fundraising practices, including transparency, confidentiality, and respect for donor intent, while upholding the highest standards of integrity and professionalism.
- Goal and detail-oriented with excellent organizational, writing, and communications skills; able to create clear, concise, and compelling written messages.
- Ability to meet deadlines and manage multiple projects simultaneously, working independently and as a member of a team.
- Proficiency in Microsoft Suite and Google applications. Experience in Raiser's Edge/NXT or other fundraising databases is a plus.
- Independent secondary school or higher education experience is strongly preferred.

- A bachelor's degree and a minimum of two years of fundraising experience are required.

Interested and qualified candidates should e-mail a resume and cover letter to [kportis@hopkins.edu](mailto:kportis@hopkins.edu).

Salary Range: \$75,000-\$95,000.

*Hopkins School believes that all persons are entitled to equal opportunity for employment and strictly prohibits discrimination on the basis of 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. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.*