**Leadership Giving Officer**

**Wichita, KS**

**Wichita Collegiate School**(WCS), a thriving independent school located in Wichita, KS, is adding a Leadership Giving Officer. The Leadership Giving Officer reports to the Director of Development and is a vital part of the Development Department, helping to implement the School’s strategy for identifying, cultivating, soliciting, and stewarding constituents capable of making major gifts and/or planned gifts. All members of the Development Department also collaborate to support the unrestricted Fund for Collegiate.

**Position Responsibilities**

* Identifies constituents for potential addition to the major and/or planned gifts pipeline
* Devises events and/or programs to cultivate and steward annual giving donors and prospective donors effectively
* Supports Day of Giving every fall
* Manages a personal portfolio of 80 major donors and donor prospects capable of making cash and/or planned gifts of $100,000 and above:
* Conducts no fewer than 120 individual cultivation and stewardship meetings per year
* Submits no fewer than 20 major gift proposals per year
* Supports strategy for annual giving solicitation of managed prospects
* Documents all work with prospects accurately and quickly in Raiser's Edge
* Supports strategy and marketing program for planned giving society
* Prepares colleagues and fundraising volunteers on cultivation, solicitation, and stewardship visits
* Collaborates with colleagues to ensure the effective development of strong relationships among constituents and between constituents and the School, education of constituents about why philanthropic support is necessary and warranted, and communication of the School’s appreciation for and impact of contributions made by donors
* Partners effectively as needed with the School’s Admissions, Communications & Marketing, Finance, and Facilities teams to achieve institutional success
* Participates in Development Committee and other volunteer committee meetings as requested and appropriate
* Understands and promotes best practices in independent school fundraising, including CASE’s Statement of Ethics and Principles of Practice for Fundraising Professionals at Educational Institutions and AFP’s Code of Ethics and Donor Bill of Rights
* Understands and embraces the school mission, philosophy, and values, and, in partnership with the Director of Development and Director of Leadership Giving, establishes a culture of teamwork, trust, collegiality, and accountability within the Development Team.

**Minimum Qualifications**

* A college degree and at least three years of experience in fundraising, development, or a related field.
* Experience using Raiser’s Edge or equivalent database is preferred.
* Experience supporting Capital Campaigns and/or robust planned giving programs is preferred.
* Experience managing a donor portfolio and successfully soliciting major gift is preferred.

**Work Environment**

The Development Department operates Monday through Friday, 8:00 am to 5:00 pm. The primary work location is on campus in the assigned office. May be required to work evenings and weekends—flexible work schedule to accommodate demands outside of business hours, and an option with approval from supervisor.

**About Collegiate**

Wichita Collegiate School is a coeducational, college preparatory, independent day school for students in early childhood, from 2-year-olds through grade 12. Located in East Wichita on a 42-acre campus, Wichita Collegiate is home to 968 students across four divisions: Early Childhood, Lower School, Middle School, and Upper School.

Founded in 1963, Wichita Collegiate School has shaped our students into inquisitive thinkers and compassionate citizens, preparing them to positively impact the world. In keeping with our current and historic mission, Collegiate provides our students with a challenging and supportive academic environment alongside robust opportunities in the arts and athletics.

Wichita Collegiate School is accredited by the Independent Schools Association of the Southwest (ISAS), is a member of the National Association of Independent Schools (NAIS) and is a member of Independent School Management (ISM).

**Every one of us is different, together we are Spartans.**We provide equal employment opportunities to all employees and applicants for employment and prohibit 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 characteristics protected by federal, state, or local laws.