



ST. JOHN'S SCHOOL

POSITION TITLE:	Donor Engagement Officer	DATE MODIFIED:	8-20-2025
DEPARTMENT:	Advancement	FLSA CLASSIFICATION:	Exempt
REPORTS TO:	Director of Advancement	SUPERVISORY RESPONSIBILITIES:	None
POSITION PURPOSE:	<p>Currently in its largest comprehensive campaign to-date designed to transform its Brown Campus, St. John's is seeking a seasoned, highly collaborative fundraiser to join the major gifts team. Reporting to the Director of Advancement, the new Officer will be responsible for a rolling portfolio of approximately 80 prospects and donors with a focus on prospect qualification, endowment giving, and planned giving.</p> <p>The ideal candidate will be an exceptional relationship-builder with excellent communication skills who understands and embraces St. John's mission. They will work to establish a culture of teamwork, trust, collegiality, and accountability within the Advancement team.</p>		
EDUCATION and/or EXPERIENCE:	<ul style="list-style-type: none"> ● Bachelor's degree from a four-year college or university ● Demonstrated success in fundraising as an employee for a non-for-profit institution with preference given to experience in educational or healthcare related fields ● Planned giving experience ● Must be proactive and able to work independently with minimal supervision ● Ability to effectively and efficiently organize and prioritize workload to meet constantly changing demands ● Must demonstrate keen attention to detail and strong organizational skills ● Must demonstrate leadership qualities and be a team player ● Willingness and ability to learn to use the CRM tool and other aspects of the database as needed 		
LANGUAGE SKILLS:	Exceptional verbal and written communication skills; ability to communicate with advancement staff, faculty, administrators, and donors; ability to present complex information clearly and compellingly in writing and in person; ability to document meetings, write briefings, proposals, and stewardship reports		
MATHEMATICAL SKILLS	Ability to work with mathematical concepts, make statistical inferences, and review data for trend analysis. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.		

REASONING ABILITY	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
ESSENTIAL DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> ● Familiarize self with the history and culture of St. John's School and its fundraising priorities ● Manage a personal major gifts portfolio of approximately 80 prospective campaign donors as assigned ● Candidate accountable for determining target ask amounts for individual prospects based on engagement, capacity, and giving history ● Work with major gifts team to identify and compile a portfolio of endowment and planned giving prospects ● Oversee and participate in stewardship efforts of existing endowment donors and members of the School's planned giving society ● Work with the Advancement Associate to plan the annual endowment breakfast ● Attend weekly campaign strategy meetings with major gifts team ● Attend Campaign Cabinet meetings and liaise with volunteers to coordinate solicitation strategies ● Complete timely call reports for qualified donor visits ● Attend key donor/prospect stewardship events throughout the year ● Identify opportunities to highlight and steward major donors throughout the year ● Perform additional duties and responsibilities as required 	
PHYSICAL DEMANDS	
<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, and ability to adjust focus. Close vision such as see well enough to read, work on computer and recognize faces.</p>	
WORK ENVIRONMENT	
<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.</p>	
SALARY RANGE: \$120K-\$140K	

<https://shorturl.at/rvtna>