

LA SALLE COLLEGE HIGH SCHOOL

Position: Philanthropy Officer

Reports to: Vice President of Institutional Advancement

Status: Full Time

MISSION STATEMENT:

La Salle College High School, a Catholic, independent, college preparatory school for young men of varied backgrounds, is conducted in the tradition of St. John Baptist de La Salle. Through a broad and balanced, human and Christian education, La Salle College High School guides each student in the development of his unique God-given talents and fosters a commitment to academic excellence, service, and leadership.

Job Summary: The Philanthropy Officer plays a pivotal role in advancing the fundraising endeavors at La Salle College High School by engaging in the cultivation, solicitation, and stewardship of major donors capable of making financial contributions in excess of \$5,000 to bolster the school's mission and strategic objectives.

Qualifications/Experience:

- A Bachelor's degree, and a minimum of two years of major gifts fundraising experience is required.
- Experience with Capital Campaigns.
- Knowledge of and experience with the Pennsylvania Educational Improvement Tax Program.
- Knowledge of and experience with Planned Giving.
- Experience with Foundation and Government grant writing.
- Proven ability to work with volunteers on fundraising appeals.
- Proficiency in Raisers Edge and prospect moves management and fundamental computer applications like Office, Google Docs, WebEx, etc.
- Ability to work a non-traditional schedule, including weekends, evenings, and other unconventional hours.
- Exceptional communication skills, both written and verbal, along with flexibility, collaboration, and a positive demeanor.
- Demonstrated ability to organize tasks and priorities, manage multiple projects, and meet deadlines.
- The ability to travel domestically via various modes of transportation, including car, air, or train.
- A valid U.S. driver license is required.
- Adhering to La Salle College High School's mission and culture and the ability to project the goals and values of the school to prospective donors.

Essential Duties:

- Secure major gifts of \$5,000+ from the school's constituency including Alumni, Parents, Foundations and Government Programs.
- Develop and implement strategies to retain donors, including customized development plans, targeted outreach and donor recognition.
- Support the Office of Institutional Advancement with the organization and coordination of donor cultivation and appreciation events.

- Other duties, as assigned may include assisting with the identification and assessment of potential grant funders and the preparation of stewardship reports and grant proposals, ensuring the timely and accurate submission to meet funder requirements.

Competencies Required:

- Professional Knowledge: Experience with the design, management, documentation, and maintenance of Blackbaud databases (primarily Raisers' Edge and RE NXT) including proficiency with queries and reports.
- Responsiveness: Delivers accurate, substantive, and timely responses to requests for information and feedback. Demonstrates dependability and consistently follows up with others to ensure responsibilities are met.
- Adaptability & Initiative: A proactive, flexible team member who adapts to the changing needs of the Advancement office. Actively contributes expertise and knowledge toward shared goals, working effectively both independently and collaboratively. Self-motivated and driven to create value and achieve outcomes
- Relationship Building: Builds and maintains positive, productive relationships with Alumni, parents, colleagues and other stakeholders to foster a supportive and collaborative environment.
- Decision Making: Evaluates information, analyzes options, and chooses the best solutions to solve problems.
- Exceptional Communication Skills: Exhibits exemplary interpersonal skills, engaging effectively with colleagues. Communicates information clearly and listens actively, asking insightful questions. Demonstrates excellent written and oral skills.
- Critical Thinking: Assesses strengths and weaknesses of various approaches to problems, applying analytical skills to identify the best solutions.
- Organizational Proficiency: Prioritizes work efficiently to meet deadlines and maximize productivity. Displays strong organizational skills, attention to detail, and the ability to manage multiple responsibilities effectively.
- Technical Competencies: Proficient in Microsoft Office, with a willingness to learn and stay current in the field of database administration and prospect research.

HOW TO APPLY:

Apply online at <https://www.lschs.org/about-la-salle/employment> by uploading a letter of interest and a current resume.

EQUAL EMPLOYMENT OPPORTUNITY:

La Salle College High School is committed to an equal employment opportunity policy in all aspects of employment and does not discriminate or tolerate discrimination on the basis of race, color, gender, pregnancy, national origin, citizenship, age, marital status, handicap, or disability, veteran status, sexual orientation, or on any other characteristic protected by law. Equal employment opportunity will be extended to all persons in all employment practices and decisions of La Salle College High School including recruitment, hiring, promotion, job assignment or reassignment, transfer, compensation, discipline, termination, access to benefits, training, and other terms and conditions of employment.

La Salle College High School seeks candidates of diverse backgrounds and experiences to enhance our school community. La Salle is committed to fostering and cultivating a culture that values diversity, equity, inclusion, and belonging in our student body and staff.