



## Position Guide Director of Major Gifts

**Vision.** LM's vision is to be a leader in the PreK – 12th grade educational experiences of excellence and character. Through local and global connections in a Christ-centered community, lives will be transformed and our world changed.

**Mission.** LM's mission is to provide PreK – 12th grade education in a diverse community that nurtures students to become creative and innovative learners who are prepared for college, career and life. Centered in Christ and committed to educational excellence, students are empowered to change the world through Christ-like love, peacemaking and service.

**Core Values.** LM's core values are that together we will change the world by:

- Seeking Jesus Wholeheartedly
- Living Compassionately
- Building Bridges of Peace
- Cultivating Global Citizens
- Nurturing Curiosity and Creativity
- Empowering Lifelong Learning

## Summary of Position

The Director of Major Gifts reports to the Superintendent and serves on the Development Team. LM is entering a pivotal era of transformation, seeking to build on LM's strengths as a Christ-centered school while addressing current challenges in development, advancement, and major giving. The Director of Major Gifts will lead and grow major donor fundraising initiatives in alignment with LM's vision and mission, including upcoming capital campaigns and strategic financial planning. This role will be essential in shaping a culture of ministry through generosity and purposeful philanthropy, ensuring the financial sustainability of LM, deepening donor engagement, and positioning LM as a compelling Christian school in the region. This position may be structured as part-time or full-time, depending on the candidate.

## Areas of Focus

### **Major Gift Strategy & Execution**

1. Lead the development and execution of a major gifts strategy focused on increasing five- and six-figure philanthropic investments that fully support and articulate LM's vision, mission and core values.
2. Cultivate and steward a portfolio of 75–100 major gift prospects, conducting 75+ personal visits annually to build meaningful relationships.
3. Partner with LM leadership (Superintendent, Board, Development Director) to develop donor engagement strategies, particularly for transformational gifts and planned giving.
4. Develop individualized stewardship plans to deepen donor relationships and retention while demonstrating LM's commitment to educational excellence and community transformation.

### **Capital Campaign Leadership**

5. Onboard donors to LM's Christ-centered and discipleship-focused mission, helping them understand how their generosity empowers the mission of LM and the reach of the gospel and the Great Commission.
6. Provide leadership in the Quiet/silent Phase of LM's upcoming capital campaign(s) by soliciting and securing early major gifts that align with LM's strategic priorities.
7. Work closely with campaign consultants and leadership to interpret feasibility study findings and implement recommendations.
8. Collaborate on campaign components including feasibility study, gift pyramid, donor recognition, and public launch while ensuring hospitality and donor celebratory practices reflect LM's values.

### **Strategic Planning & Reporting**

9. Utilize data-driven insights to forecast fundraising revenue, track KPIs, and measure success.
10. Lead or support creation of campaign-related materials including case for support, proposals, stewardship reports, and presentations that effectively communicate LM's mission and impact.
11. Maintain accurate and timely records of all interactions in the donor database (Bloomerang) and submit regular reports to the Superintendent.

12. Work closely with the Superintendent on strategic planning to develop annual goals and objectives consistent with LM's strategic priorities for advancement and development.

## **Community Engagement & Leadership**

13. Provide a Christ-centered and LM mission-critical presence in the community, and represent LM's values in all donor interactions.
14. Partner with Marketing/Communications to ensure major gift initiatives are branded and communicated effectively, enhancing understanding of LM initiatives and priorities within the community.
15. Participate in strategic thinking and planning for development and advancement, offering insight on campaign structure, pipeline development, and long-term revenue strategy.
16. Train and advise internal stakeholders (staff, board, and volunteers) on best practices for major gift cultivation.
17. Attend school events, donor cultivation activities, and other LM events as assigned by the Superintendent.

## **Requirements and Qualifications**

1. 3–5 years of successful major gift fundraising experience, preferably in independent schools, higher education, or faith-based nonprofits with demonstrated ability to secure major gifts (\$200,000+).
2. Participation in a local Christian church and fully support LM's mission, vision, core values and Anabaptist tradition. Personal alignment with Anabaptist/Mennonite values and LM's Christ-centered mission preferred.
3. Deep understanding of capital campaign lifecycles, feasibility studies, and donor engagement strategies with proven track record in building and managing major gift portfolios.
4. Excellent verbal and written communication skills, organization skills and attention to details, with strong storytelling abilities to convey LM's mission with passion and clarity.
5. Strong analytical and problem-solving skills along with the ability to prioritize tasks and work strategically with high-net-worth donors and prospects.

6. Excellent interpersonal, relationship-building, and stewardship skills with understanding of the spiritual aspects of donor relationships in faith-based fundraising.
7. Experience working with CRM platforms and donor databases, preferably Bloomerang, as well as proficiency with standard office software and communication tools.
8. Strategic thinking abilities with strong organizational, time-management, and problem-solving skills to manage multiple campaign initiatives simultaneously.
9. Ability to attend school events, donor cultivation activities, and community engagement opportunities that occur during the school day and/or evening.

## Compensation & Benefits

- Salaried position with compensation based on candidate experience.
- Position may be structured as part-time or full-time depending on candidate qualifications and availability.
- Benefits in alignment with FTE according to employee handbook

May 2025