



Masters

Individual Gift Officer

The Masters School
Dobbs Ferry, New York

The Masters School (www.mastersny.org) is a premier coed day and boarding school that engages 5th – 12th grade students with a challenging academic program in a welcoming learning environment. Located on 96 picturesque acres overlooking the Hudson River, The Masters School community takes advantage of both its access to the tri-state area and its proximity to the rich cultural and educational magnet that is New York City. Students benefit from the resources, diversity and activities of Masters 7-day campus and accessible, talented faculty and staff. From our exceptional academics and outstanding visual and performing arts program to our championship athletic teams, the Masters learning experience prepares students for success in college, career and life.



Carney
Sandoe
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

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Mission And Beliefs Statement

The Masters School celebrates active participation, deep understanding, and meaningful connection. A community of diverse individuals, we gather to learn, to strive, to dare, to do – to be a power for good in the world. In addition, The Masters School seeks employees committed to the work of advancing equity and social justice in the school community and beyond. A community of diverse individuals, we celebrate both our differences and our similarities, and we embrace a broad definition of diversity that includes but is not limited to age, race, ethnicity, gender, ability, religion, sexual identity and socioeconomic status. Masters seeks diverse candidates to serve our student body, and we expect all employees to engage in the work of inclusion as a critically important aspect of working in our school setting.



Individual Gift Officer

The School is in the quiet phase of a historic comprehensive campaign, and the Individual Giving Officer will serve as a critical member of a dynamic campaign team. Reporting to the Associate Director of Institutional Advancement and collaborating with the advancement staff, and the larger Masters community of volunteers, students and teachers, the individual giving officer will manage a portfolio of 150 prospects.

The officer will focus on discovery, cultivation, solicitation, closure and stewardship of major and annual gifts by engaging a pipeline of individuals with the capacity to make gifts of \$25,000+ to The Masters School's \$2.5 million Annual Fund and the School's comprehensive campaign through personal solicitation of leadership Annual Fund (\$1,877-\$50,000) and a portfolio of major gift prospects.



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Key Responsibilities

- Serve as an integral member of the campaign team with a portfolio of 150 major gift prospects
- Identify, cultivate and solicit leadership prospects for annual and major giving through personal visits and outreach and by partnering with volunteer solicitors
- Create and implement strategies for each donor in their portfolio, establish goals based on history of involvement and giving to Masters, identified interests, capacity and inclination to make a major gift
- Create campaign collateral, proposals and slide decks to message the campaign vision to potential donors
- Develop systematic and creative ways to steward leadership and major gift donors, and share the impact of their gifts with them as a group and individually
- Use Raiser's Edge to track and report on progress in real time
- Identify, engage and support peer solicitors and/or key fundraising volunteers
- Work with Reunion volunteers and the Office of Alumnae/i Engagement to set fundraising goals and provide progress reports to volunteers throughout the Reunion planning cycle
- Build authentic relationships with colleagues, faculty, alumnae/i and community members, and serves as a resource, advocate and spokesperson for the advancement department at Masters.



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Qualifications

- Commitment to embracing the mission of The Masters School
- Bachelor's degree
- A minimum of 3-5 years of experience
- Experience soliciting major gifts
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines
- Be flexible and proactive, and possess the ability to work independently as well as in a collaborative environment
- Demonstrated excellence in written and oral communications
- Proficiency with Blackbaud Raiser's Edge and Microsoft Office suite
- Experience working at an educational institution or similar is preferred
- Ability to work evenings and weekends as needed
- Must have a valid driver's license
- Ability and desire to travel regionally and nationally (some)

Compensation

Salary and benefits are competitive and commensurate with experience.



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While a campus presence will be required, the Masters School is open to offering a hybrid/flexible work model of up to 75% remote once the new employee's onboarding is complete.

Interested Persons Contact

Jonathan K. Ball
Managing Associate
Carney, Sandoe & Associates
617-933-3450 (dir)

jball@carneysandoe.com

All inquiries and nominations are kept confidential.

The Masters School is an equal opportunity employer. It has been and will continue to be the policy of Masters to be fair and impartial in all of its relations with its employees. Employment decisions are made solely on an individual's ability to perform the job. In accordance with federal, New York State, and Westchester County law, Masters does not discriminate on the basis of actual or perceived differences, including those based on race, color, religion, ethnicity, creed, age, national origin, alienage or citizenship status, familial status, gender and gender identity, pregnancy, marital or partnership status, sexual orientation and disability, sexual and reproductive health decisions, or toward victims or those perceived to be victims of domestic violence, sexual abuse or stalking, as well as any other status protected under federal, state, or local laws. For the purpose of addressing sexual and reproductive health decisions, the Masters School will not access an employee's personal information regarding his or her reproductive health decisions without written consent and in accordance with applicable law. Retaliation based on any of the above protected characteristics is absolutely prohibited.



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