



Major Gifts Officer

Polytechnic School
Pasadena, California

In 1907, Polytechnic School became the first nonprofit, independent school in Southern California, enrolling 106 students in kindergarten through eighth grade. The original school buildings were designed by renowned architect Myron Hunt and feature his revolutionary “open air” school design with residential-scale classrooms and adjacent courtyards and playgrounds. These buildings continue to form the heart of the Lower and Middle School campus more than a century later. Fifty years after the school’s founding, the decision was made to expand the educational program through the 12th grade. Poly’s Upper School campus opened in 1959, and in 1962, the first senior class graduated.

Today, Poly enrolls 870 students and remains an ambitious, forward-thinking school community—one devoted not only to scholarship but also to the creative arts, the camaraderie of team sports, the joy of service to others, and the welcoming spirit of friendship—on the historic campus and around the world. A Poly education encourages students to become intellectual leaders, who are prepared to become contributing and responsible citizens in their communities. The school expects to develop in its students a joy for learning, an appreciation for the value of friendship, a life-long relationship with the school and the commitment to be of service to others.



Carney
Sandoe
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Major Gifts Officer

Reporting to the Chief Advancement Officer (CAO), the Major Gifts Officer will focus on the identification, cultivation, solicitation, and stewardship of major giving prospects with the ability to make \$100,000+ gifts to Polytechnic School. The individual will personally manage a portfolio of up to 150 prospects and will work collaboratively with the CAO to meet the School's advancement goals. In order to build philanthropic relationships with donors and prospects, the Major Gifts Officer will arrange in person meetings, write personal solicitations, maintain follow-up and engagement and attend school events. The Major Gifts Officer will keep the school's mission at the center of all fundraising and be able to comprehensively communicate the school's strategic goals to prospects and constituents.

Polytechnic School is in the quiet phase of a historic comprehensive campaign, and the successful candidate will have experience working and partnering with all program areas of Development (alumni relations, annual giving, constituent relations, advancement services, and communications), the Head of School, and Trustees, which may include current parents, alumni, parents of alumni, and grandparents.



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Job Functions and Responsibilities

- Secures both revocable, irrevocable, and outright, non-cash gifts to achieve a personal annual fundraising goal of \$5 million from prospects
- Builds relationships with donors and prospects via phone calls, personal visits, ongoing written contact, and events; Responsible for 100-120 visits related to cultivation steps annually
- Craft proposals, talking points, contact reports, and cultivation/stewardship correspondence as needed and in partnership with the CAO
- Recruit, train, guide, and support major gift fundraising volunteers to conduct well-developed solicitation strategies in and out of campaigns
- Assist in the identification of annual giving leadership prospects in partnership with annual giving and alumni relations

Qualifications

- Bachelor's degree required, graduate degree preferred
- Five or more years of major gifts experience, preferably in an independent school or higher education
- Knowledge of financial planning, tax and charitable gift laws, and planned giving vehicles and methods
- The desire to be involved in all aspects of life at an independent school
- Proven ability to build rapport across a diverse community including parents, students, alumni, parents of alumni, grandparents, trustees, and faculty/staff
- Capacity to operate in fast paced, varied work environment that includes high volume responsibility, unpredictable hours and occasional domestic travel
- Outstanding organizational, written, oral, and interpersonal skills
- Strong work ethic, high level of integrity, and ability to handle sensitive information
- Courteous and adaptable to varied social settings
- Positive, energetic, and team-oriented
- Computer fluency (Microsoft Word, Excel and PowerPoint, at a minimum)-strong familiarity with website interface and/or Blackbaud Raiser's Edge preferred



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Interested Persons Contact

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All inquiries and nominations are kept confidential.

In order to provide equal employment and advancement opportunities to all individuals, Poly will recruit, hire, train, and promote faculty and staff without regard to an individual's race, color, sex, gender identity, genetic information, sexual orientation (including heterosexuality, homosexuality and bisexuality), national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition and physical or mental disability (whether perceived or actual), or any other consideration made unlawful by federal, state, or local laws. School policy also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.



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