



SAGE HILL SCHOOL

Major Gifts Officer

Sage Hill School
Newport Coast, CA

Founded in 2000, Sage Hill School is the leading independent high school in Orange County, California. The school, sparked from the vision of a small group of parents, now serves 550 students in grades 9-12 from 50 different cities.

A Sage Hill education is about unlocking each student's potential. Through a clear and compelling mission, a rigorous college preparatory curriculum, and a state-of-the-art learning environment, Sage Hill ensures that students build a love of knowledge. The school provides ample opportunities for participation in athletics, the arts, service, and leadership. Sage Hill is guided by their core values, also known as the Six Cs: Character, Collaboration, Communication, Creativity, Critical Thinking, and Cross-Cultural Competency.

Sage Hill School is accredited by the Western Association of Schools and Colleges and the California Association of Independent Schools (CAIS).



Carney
Sandoe
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

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Major Gifts Officer:

The Major Gifts Officer is a key member of the Advancement team that will play an important role in growing philanthropy at Sage Hill School. Sage Hill is laying the groundwork for the next capital campaign, and relationships need to be cultivated with donors at the major gifts level who will play a large role in future campaign success. Sage Hill seeks a proven fundraiser who is not only able to work independently and meet ambitious goals, but also support and work collaboratively with the entire Advancement Team to ensure success on all fronts.

Essential Duties and Responsibilities:

- Lead the process of identifying, cultivating, soliciting, and stewarding major gift and planned giving prospects to ensure that fundraising goals are met.
- Assist with the development and execution of a solicitation plan, alongside the Director of Advancement, with an emphasis on personal face-to-face visits.
- Initiate and/or strengthen relationships with major gift prospects; create strategies for and solicit donors capable of contributing gifts of \$50,000–\$500,000.
- Continuously update the prospect management database with relevant information related to donor strategies, contacts, and results.
- Attend key Sage Hill events to interact with donors and prospects as well as keep apprised of timely and relevant School information in order to create solicitation proposals.
- Manage a personal portfolio of 125-150 major gift prospects, which may include current parents, alumni, parents of alumni and grandparents.
- Plan and execute a target of 120+ prospect visits per year.
- Other duties as required by the Director of Advancement.



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Qualifications:

- Bachelor's degree and minimum of three years of major gift fundraising/non-profit experience
- Proven track record of cultivating, soliciting, and securing gifts of \$50,000 and above
- Experience working with various constituents at an independent day school preferred.
- Demonstrated experience in working with data to inform decisions and strategic priorities.
- Sound communication, operational and organizational skills that ensure tactical project management.
- Ability to work independently and manage a diverse portfolio of prospects.
- Strong writing, computer and analytical skills.
- Strong, collaborative, energetic individual who works in a high-paced office with humor and grace.
- Familiarity with Raiser's Edge and moves management is a plus.



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Compensation and Benefits:

Sage Hill School offers a competitive salary and a comprehensive benefits package commensurate with the level of experience and the national independent school market.

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.

Sage Hill School does not discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices. The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.



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