



## Director of Major Gifts

Stevenson School  
Pebble Beach, California

Founded in 1952, Stevenson School is a selective, coeducational boarding and day school with 750 students and 30 buildings on 50 acres of land and two campuses. The 500-student upper division, comprised of grades 9-12 is located on the Pebble Beach Campus, where about 60% of students reside in seven faculty-supervised dormitories. The lower and middle divisions, totaling 250 students in grades PK-8, are located on the Carmel Campus. As a California school enlightened by a global sensibility, Stevenson is premised on a vision of education as the means by which we discover the world and contribute to its transformation. We believe that one's education is best pursued in the company of others, for others' benefit as well as one's own. Close to the San Francisco Bay Area and Silicon Valley, Stevenson offers a values-driven community experience influenced by the distinctive beauty, ecological biodiversity, and contemplative culture of the Central Coast.



Carney  
Sandoe  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

## Director of Major Gifts

The Stevenson School seeks to hire a director of major gifts to design, develop, and implement our major gift program. The director will be responsible for managing and cultivating relationships with existing major gift prospects, identifying new prospects, and managing the overall major gift program. The director will clearly communicate the school's mission, energize team members, and persuade prospects.

As the director of the major gift program, you will be expected to:

- Help our donors accomplish their philanthropic goals and ambitions through their relationship with Stevenson
- Secure major gifts at the \$50,000 to \$1 million level with a goal of raising \$1.5 million annually
- Manage systems and software to track and cultivate donors and prospects, including our donor database and wealth screening tools
- Manage an existing portfolio of 75 donors and prospects
- Supervise the major gifts officer and stewardship associate
- Create and implement moves management plans
- Make direct, face-to-face solicitations and assist the board of trustees and other staff with their solicitations (e.g. provide portfolio development support, strategic counsel, and help with donor communications)
- Acknowledge major donors through public and private recognition
- Track and report progress using specific metrics
- Run monthly prospecting meetings and collaborate with other members of the advancement team to manage relationships with major gift prospects
- Collaborate with the director of annual giving to renew and upgrade donors' commitments to the annual fund
- Participate in other duties as assigned such as support at major events and limited volunteer management



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

## Requirements

- Bachelor's Degree
- Seven to ten years successful experience in major gift fundraising, preferably in education
- Experience managing a major gift program
- Ability to understand the needs and interests of leadership and major gift donors in order to develop relationships between them and the school
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies
- Excellent interpersonal skills and a demonstrated record of completing assignments
- Must be willing to travel



## Compensation and Benefits:

Stevenson offers a rich, nurturing environment, competitive salary and benefits, and a chance to make a difference in this important position.



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com



**Interested Persons Contact:**

Jonathan K. Ball  
Managing Associate  
Carney, Sandoe & Associates  
617-933-3450 (direct)  
[jball@carneysandoe.com](mailto:jball@carneysandoe.com)

*All inquiries and nominations are kept confidential.*

*The Stevenson 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.*



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

[search@carneysandoe.com](mailto:search@carneysandoe.com) · [carneysandoe.com](http://carneysandoe.com)