



Major Gifts Officer
Montgomery Bell Academy
Nashville, TN

About Montgomery Bell Academy

Montgomery Bell Academy (MBA) is an all-boys college preparatory school for grades 7–12, founded in 1867. Guided by a mission to develop Gentlemen, Scholars, and Athletes, MBA blends time-honored traditions with forward-looking innovations to prepare graduates for the opportunities and challenges of the 21st century.

Located in west Nashville, the school enrolls approximately 850 young men and is supported by more than 150 dedicated faculty and staff. MBA offers a rigorous and varied academic program, extensive character and service initiatives, and competitive athletic opportunities across numerous sports. More information is available at www.montgomerybell.edu.



**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

Major Gifts Officer

The Major Gifts Officer is a key member of the Advancement team who will play an essential role in growing philanthropy at MBA. Having recently completed a successful \$230M capital campaign, the School is cultivating relationships with major donors whose support will be critical to future campaign success. MBA seeks a proven fundraiser who can both work independently to achieve ambitious goals and collaborate effectively with the Advancement team to ensure success across all areas of development.

Reporting to the Director of Alumni & Development, the Major Gifts Officer is responsible for the identification, cultivation, solicitation, and stewardship of prospects capable of making gifts of \$50,000 or more. The successful candidate will build strong, mission-centered relationships with donors and prospects through personalized engagement, including in-person meetings, written solicitations, consistent follow-up, and participation in school events. They will be able to clearly articulate MBA's mission and strategic priorities to inspire investment in the School's future.

The MGO will also serve as a welcoming ambassador for MBA and the development team and will embrace the school's mission of Gentleman, Scholar, Athlete. All MBA faculty and staff members are expected to guide the boys not only in the pursuit of academic excellence, but also in the importance of kindness, humility, respect, integrity, and perseverance as part of developing a twenty-first century gentleman.



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Position Responsibilities

- Manage a portfolio of 125–150 major gift prospects, including parents, alumni, parents of alumni, and grandparents.
- Proactively identify, qualify, cultivate, solicit, and steward major and planned gift donors, with an emphasis on commitments of \$50,000–\$500,000+.
- Meet annual fundraising goals through outright, planned, and non-cash gifts.
- Conduct 100–120 donor visits each year and engage prospects through personal meetings, phone calls, written communication, and school events.
- Develop tailored cultivation, solicitation, and stewardship strategies in partnership with the Advancement Team.
- Draft compelling proposals, briefings, reports, and correspondence to support donor engagement and solicitations.
- Implement effective stewardship plans to strengthen long-term donor relationships and encourage ongoing philanthropic support.
- Recruit, train, and guide volunteers to play an active role in major gift fundraising and campaign initiatives.
- Collaborate with colleagues across annual giving, alumni relations, and advancement services to enhance donor pipeline development and identify leadership-level annual giving prospects.
- Maintain accurate and timely records of donor strategies, contacts, and progress in MBA’s advancement database.
- Partner with the Head of School, Trustees, and Advancement colleagues to align donor strategies with institutional priorities.
- Represent MBA at key events, cultivating and engaging prospects while remaining current on institutional initiatives.
- Monitor and report on fundraising plans, future campaign progress, and stewardship outcomes to ensure accountability and transparency.
- Demonstrate the highest standards of professionalism, integrity, and sensitivity in all donor interactions.



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Qualifications

- **Education/Certification:** Bachelor's degree required; advanced degree or CFRE certification preferred.
- **Experience:** Minimum of three years of major gifts fundraising experience (independent school or higher education preferred) with a proven record of cultivating, soliciting, and securing gifts of \$50,000+.
- **Fundraising Knowledge:** Strong understanding of major gift fundraising best practices, planned giving vehicles, charitable tax law, and donor pipeline development.
- **Constituent Engagement:** Demonstrated ability to build and sustain relationships across a diverse community including parents, alumni, trustees, faculty/staff, and grandparents.
- **Skills & Abilities:**
 - Excellent written, oral, and interpersonal communication skills.
 - Strong organizational, analytical, and project management abilities.
 - Capacity to manage a large, diverse portfolio independently while also collaborating effectively in a team setting.
 - Ability to mobilize and motivate volunteers, and to engage donors throughout the giving cycle.
- **Personal Attributes:** High integrity, discretion with sensitive information, positive and energetic presence, adaptability, and sense of humor in a fast-paced environment.
- **Technical Proficiency:** Computer fluency (Microsoft Office required); database experience strongly preferred (Raiser's Edge and moves management familiarity a plus).
- **Work Environment:** Ability to handle multiple priorities, meet deadlines, and travel or work occasional evenings/weekends as needed.



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Compensation

MBA offers a comprehensive benefits package and a competitive salary. Final salary will depend on several factors, including a candidate's qualifications, skills, education, and experience.

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

Montgomery Bell Academy is an Equal Opportunity Employer, and does not discriminate against employees or applicants on the basis of race, color, religion, national or ethnic origin, disability, sex, age, or any other characteristic protected under applicable state and federal laws.



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