



Major Gifts Officer
St. Andrew's Episcopal School
Potomac, Maryland

The mission of St. Andrew's Episcopal School is to know and inspire each child in an inclusive community dedicated to exceptional teaching, learning, and service. Founded in 1978, St. Andrew's is a co-educational independent day school, enrolling approximately 735 students in preschool through grade 12. St. Andrew's faculty and staff uphold a powerfully innovative, positive culture that challenges and supports one of the most broadly diverse student bodies in greater Washington. The school seeks growth-minded, highly motivated, collaborative faculty and staff that will continue the school's growth and focus on the development of each student's full potential. St. Andrew's positive, student-centered culture and commitment to professional growth contribute to strong employee retention and morale.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

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Major Gifts Officer:

St. Andrew's Episcopal School is seeking a dynamic and relationship-driven development professional to serve as Major Gifts Officer, a key frontline fundraising role within the Advancement team. Reporting to the Associate Director of Advancement and working closely with school leadership and volunteer leaders, this position blends community engagement, stewardship, and major gifts fundraising in support of both the school's annual giving program and the Fulfilling Our Promise campaign.

The Major Gifts Officer will manage a portfolio of leadership-level donors and prospects, deepen engagement across key constituencies, and play a critical role in securing philanthropic support aligned with the school's strategic priorities.



Key Responsibilities:

Major Gifts and Fundraising

- Manage and actively steward a portfolio of approximately 125-150 leadership annual fund and campaign prospects, including parents, alumni, parents of alumni, and friends of the school.
- Develop and execute individualized cultivation, solicitation, and stewardship strategies for each assigned prospect.
- Conduct 100+ meaningful donor visits annually, with a focus on building relationships and advancing giving conversations.
- Partner with the Advancement Leadership, Head of School, and volunteer leaders on high-level cultivation and solicitation strategies.
- Identify, qualify, and actively move new prospects into the major gift pipeline.
- Serve as a secondary relationship manager for select major donors in coordination with senior staff.



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Key Responsibilities (continued):

Community Engagement and Stewardship

- Design and implement thoughtful engagement strategies that strengthen relationships across the school community.
- Serve as a key connector between the Advancement Office and constituencies including parents, alumni, and volunteers.
- Identify and engage prospective volunteers, speakers, mentors, and ambassadors to deepen community involvement.
- Support alumni engagement initiatives, including storytelling, and affinity-building programs.
- Ensure consistent and meaningful recognition of donors in partnership with communications and advancement colleagues.
- Serve as a visible ambassador for the school at events, programs, and community gatherings.
- Provide strategic insight into donor interests, trends, and opportunities to strengthen the philanthropic pipeline.

Performance Expectations

- Maintain an active portfolio of 125-150 qualified prospects
- Complete 100+ donor visits annually
- Meet or exceed annual fundraising goals for leadership annual giving and campaign commitments (to be set in partnership with Advancement leadership)
- Maintain accurate and timely records of donor interactions and strategy in the CRM system.



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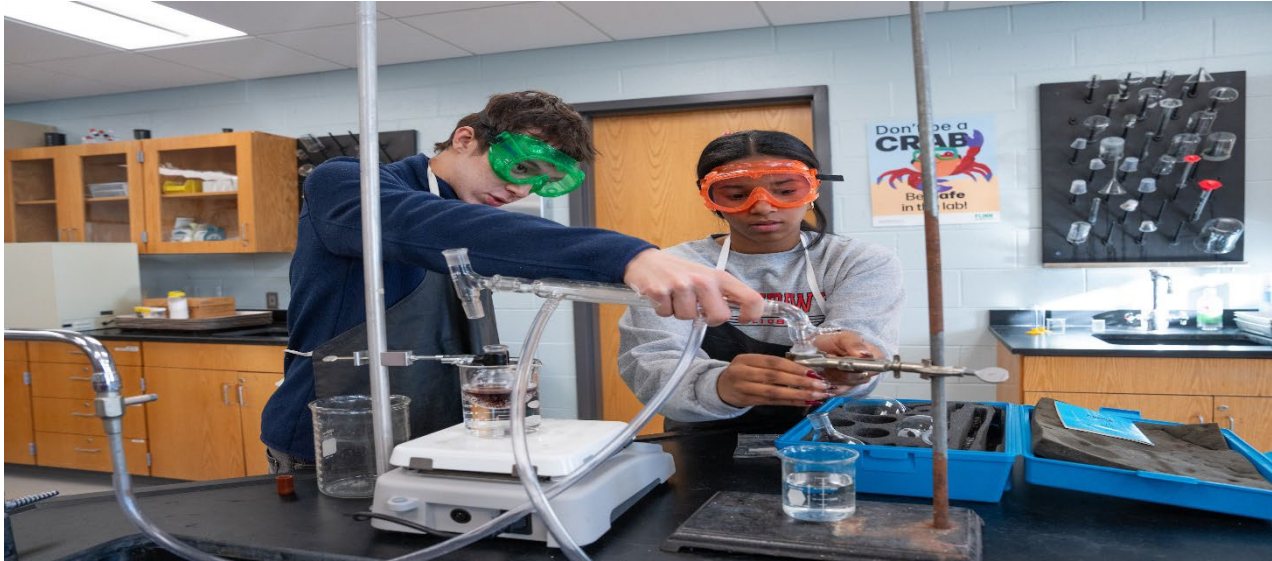
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Requirements:

- Bachelor's Degree or equivalent experience
- 5–7+ years of progressive experience in advancement, fundraising, or related field, preferably in an independent school or nonprofit environment
- Demonstrated success in frontline fundraising, including cultivating, soliciting, and closing leadership or major gifts
- Outstanding writing skills and attention to detail
- Excellent interpersonal, organizational, and communication skills
- Ability to manage multiple priorities in a fast-paced, highly relational environment
- High level of discretion and professionalism in handling confidential information
- Experience with Raiser's Edge NXT or similar CRM preferred
- Knowledge of fundraising principles, donor strategy, and campaign execution



Compensation:

St. Andrew's Episcopal School offers a comprehensive benefits package and a salary range of \$105,000-\$125,000. 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.

Consistent with the values of an Episcopal school, St. Andrews is committed to a diverse and inclusive community with respect to race, national origin, religion, gender, sexual orientation, family status, economic circumstance, age, and physical disability in its student body, faculty and staff. Pursuant to all applicable federal, state and local laws and regulations, St. Andrews does not discriminate in the administration of admission, financial aid or loan practices, educational or other school-sponsored programs and activities, or in the hiring or terms of employment of faculty and staff, except that the Chaplain shall be a member of the clergy of the Episcopal Church.



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