Director of Major Gifts and Capital Campaigns
Oxbridge Academy
West Palm Beach, Florida

The Opportunity:

Oxbridge Academy is an independent school in West Palm Beach serving students in grades 6–12, with plans to establish a new Lower School serving kindergarten through grade 5. Founded in 2011, Oxbridge combines academic excellence, individualized attention, and a commitment to curriculum and care in a community that values kindness, character, and student well-being. The planned Lower School offers a rare opportunity to help shape the next chapter of a growing institution.

Located in the dynamic Palm Beach philanthropic community, Oxbridge seeks an accomplished fundraiser to lead the day-to-day execution of a $20 million campaign to establish the Lower School, cultivate transformational support, and strengthen a sustainable major-gifts program. This role offers meaningful access to school leadership, a compelling institutional vision, and the opportunity to make a lasting impact.



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Position Summary/Objective:

The Director of Major Gifts and Capital Campaigns is the accountable staff leader for the day-to-day planning, coordination, execution, and progress reporting of the $20 million Lower School capital campaign and for the school's major and principal gifts program.

Reporting to the Assistant Head of School for Advancement, who is responsible for overall institutional fundraising strategy, the Director owns campaign implementation, prospect strategy, pipeline management, solicitation coordination, and follow-through. The Director works directly with the Head of School, trustees, campaign volunteers, and Advancement colleagues to secure philanthropic commitments. The Director is responsible for an assigned portfolio of major and principal gift prospects and will advance relationships with parents, grandparents, alumni, past parents, foundations, and community supporters.



Essential Functions:

- Lead day-to-day execution of the $20 million Lower School capital campaign, including a detailed campaign work plan, milestones, prospect pipeline, solicitation sequencing, volunteer engagement, progress dashboards, and regular reports to the Assistant Head of School for Advancement.
- Develop campaign strategies and recommendations with the Assistant Head of School for Advancement; implement approved plans and coordinate the work of school leadership, trustees, and volunteers in campaign fundraising.
- Manage an active portfolio of approximately 100-125 qualified major and principal gift prospects, adjusted for campaign stage, prospect readiness, and gift capacity. For portfolio planning, a major gift is generally a commitment of $50,000 or more; leadership and principal gift levels will be established within the campaign gift table.
- Work toward initial annual activity expectations of 100–150 substantive donor visits or meaningful qualification/cultivation meetings and 20–30 documented major-gift solicitations, with individualized revenue and commitment goals approved annually.
- Targets will be calibrated to the campaign stage and prospect pipeline.
- Personally identify, qualify, cultivate, solicit, close, and steward major and principal gifts; maintain documented next steps and solicitation strategies for assigned prospects.
- Manage the Head of School's major-gift and campaign solicitation calendar in coordination with the Head's office; prepare the Head with prospect briefings, talking points, proposals, ask strategies, and timely post-meeting follow-up.



Essential Functions (continued):

- Prepare campaign cases for support, donor proposals, presentations, gift agreements, and naming-opportunity recommendations in partnership with Advancement leadership and Communications.
- Identify planned-giving prospects, particularly grandparents, past parents, and long-term supporters; initiate legacy-giving conversations, coordinate appropriate stewardship and recognition, and involve qualified legal, tax, and estate advisers as needed.
- Coordinate trustee and volunteer prospect assignments, solicitation preparation, and follow-up; support donor cultivation events, campus visits, tours, and recognition opportunities.
- Partner with the Advancement Operations Manager on accurate database records, prospect moves management, gift documentation, campaign tracking, stewardship records, and reporting; routine transaction processing remains an operations responsibility.
- Collaborate with the annual fund and OPO relationship owners to coordinate donor messaging, referrals, and giving opportunities without assuming primary responsibility for those programs.
- Provide monthly campaign and major-gifts activity reports, participate in portfolio reviews, and recommend adjustments to strategies and resource allocation.
- Represent Oxbridge in the Palm Beach community, communicate the school's mission and educational vision, and uphold confidentiality, donor intent, professional ethics, and School policies.
- Perform other duties within the scope of major gifts and capital campaign leadership as assigned.



Qualifications:

- Bachelor's degree required; advanced degree preferred.
- At least seven years of progressively responsible fundraising or advancement experience, including a strong record of personally closing significant gifts.
- Demonstrated experience leading the execution of a capital or comprehensive campaign, including prospect strategy, volunteer engagement, reporting, and solicitation management.
- Experience in independent schools, higher education, or relationship-based nonprofit philanthropy strongly preferred.
- Experience working effectively with heads of school or comparable executives, trustees, and volunteer campaign leaders.
- Familiarity with planned-giving prospect identification and donor conversations preferred.



Knowledge, Skills and Abilities:

- Exceptional relationship-building, listening, solicitation, writing, and presentation skills.
- Strong campaign project management, prospect analysis, accountability, and organizational skills.
- Sound judgment, discretion, and ethical handling of sensitive donor information.
- Ability to articulate the value of Oxbridge's educational programs, financial aid, and Lower School vision.
- Proficiency with fundraising databases, prospect management systems, and standard office technology.
- Ability to attend occasional evening/weekend events and travel for donor engagement.



Compensation & Benefits:

Oxbridge offers competitive salaries and a comprehensive range of employee benefits, including medical, dental, and vision coverage. Your well-being matters; life insurance, AD&D coverage, and long- and short-term disability are available. Paid holidays and access to our health & wellness center ensure time for relaxing and recharging. Planning for your future is essential, so employees can use a 403B retirement savings to help reach financial goals.

Interested Persons Contact:

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All inquiries and nominations are kept confidential

When you join the pack at Oxbridge, you become part of a community that values employees and recognizes their contributions. Committed to creating an open and welcoming environment where students, faculty, and staff collaborate, learn, work, and serve together, Oxbridge is a diverse and inclusive environment that fosters understanding, respect, and a culture of kindness for everyone.