



**Job Title:** Director of Leadership Giving  
**Department:** Advancement  
**Reports to:** Director of Development  
**Status:** Professional Staff, Full-time, Benefited, Salaried/Exempt

### **SUMMARY**

The Director of Leadership Giving is a member of the frontline fundraising team for The Webb Schools and is responsible for identifying, cultivating, soliciting, and stewarding a personal portfolio of 150 actively managed major and deferred gift prospects with the aim of securing both outright and planned leadership gifts for The Webb Schools and the Alf Museum. The Director will also make positive contributions to the annual goals of the advancement office, assist with school-wide events, assist with The Webb Fund, and participate in comprehensive campaign activities.

### **RELATIONSHIPS**

The Director of Leadership Giving reports directly to the Director of Development and works closely with the Chief Advancement Officer, the Associate Director of Leadership Giving, and the Director of The Webb Fund, in addition to supporting the work of parent and alumni relations staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Identify, cultivate, solicit, and steward a personal portfolio of 150 actively managed major and planned gift prospects with the aim of securing capital, endowment, and unrestricted gifts of \$50,000 and above.
- Personally conduct and report on a minimum of 150 face-to-face (or virtual) meetings focused on major gift prospects.
- Provide support to the Director of Development, the Chief Advancement Officer, and the Advancement Department related to prospect research, prospect tracking, revenue pipelines, gift reporting, and stewardship of major gift donors, as well as volunteer management.
- Assist in marketing and implementing planned gift opportunities and other timely major/deferred gift techniques to alumni, parents, and friends.
- Contribute to school communications, including the writing, editing and producing of content for WEBB magazine, the school and campaign websites, and social media pages.
- Participate in strategic initiatives for comprehensive campaign fundraising including campaign marketing, donor recognition events, board and volunteer relations, and qualification of prospects.
- Assist in the coordination of outreach events for the general public as well as alumni and parents of The Webb Schools.

### **PROFESSIONAL QUALITIES OF WEBB FACULTY & STAFF**

- Contributes to the delivery of the mission, vision, and values of the school community.
- Demonstrates inclusive and equitable practices to ensure that all members of the community feel a sense of belonging.
- Follows community policies and procedures and models positive behavior.
- Works effectively as a team member and develops professional and productive relationships with colleagues.
- Understands boundaries and embraces responsibility for the care of students in loco parentis.
- Promotes a trust-based community by keeping appropriate confidences.
- Manages time effectively and meets deadlines and commitments.
- Communicates and responds to all school communications in a timely manner.
- Demonstrates flexibility and adaptability to change as needed.

## **OTHER RESPONSIBILITIES**

- Local and regional travel required
- Occasional evening and weekend work required
- Maintain working knowledge of school news
- Make positive contributions to advancement department goals, assist with school-wide events, and assist with The Webb Fund.
- Document and track all donor activity/proposals in development information system – Raiser’s Edge, Blackbaud

## **EDUCATION, EXPERIENCE AND SKILLS**

- Five to ten years of development experience preferred
- B.A. required
- Excellent written and verbal communication skills
- Track record of collaboration with volunteers, trustees, and fundraising staff
- Ability to travel locally, regionally, and nationally
- Ability to work well under pressure and be responsive to deadlines
- Demonstrated experience with Raiser’s Edge donor management software, Excel, Word preferred
- Demonstrated ability to manage and complete multiple projects simultaneously
- Demonstrated ability to manage a budget
- Strong aptitude for working with people in a team environment
- Demonstrated ability to work with and manage outside vendors
- Outstanding attitude and willingness to assist wherever needed

## **OTHER REQUIREMENTS**

A current California driver license with a satisfactory motor vehicle record. A criminal background check must be successfully completed and approved before employment can begin.

## **PHYSICAL REQUIREMENTS**

The physical requirements of this position are those needed to successfully fulfill the job duties and responsibilities articulated above. As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Interested candidates should send their cover letter and résumé to:

Bob Fass, Chief Advancement Officer

**careers@webb.org**

Fax: (909) 482-5272

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