Title: Senior Development Officer

Department(s): Advancement Office

Reports to: Director of Advancement

FLSA Status: Full-time, Exempt, Faculty

**About Portsmouth Abbey School**

Portsmouth Abbey School is a coeducational Catholic boarding and day school for students in grades 9 through 12. Founded in 1926 by the English Benedictine Congregation, the School is located on a 525-acre campus along Rhode Island’s Narragansett Bay, less than 30 minutes south of Providence and 20 minutes from Newport. Portsmouth Abbey combines a classical education in the Catholic intellectual tradition with Benedictine values. With 350 students, the School believes that the love of learning leads to the desire for God, and that the quest for intellectual understanding propels students to the search for ultimate meaning. The School is known for encouraging students to engage passionately in academic and intellectual pursuits, innovative electives and extensive opportunities in athletics and the performing and visual arts as well as a commitment to service and a focus on things that matter. Students are inspired to become the next generation’s leaders, stewards, innovators and problem solvers all the while grounded in Benedictine values of love of God and neighbor, humility, hospitality and a desire to serve the common good.

**Job summary:**

The Senior Development Officer is responsible for working with the Director of Advancement to manage and grow the school’s Major Gifts Program primarily through continuing to increase the quality and volume of personal contact the School has with key constituents including Alumni and their families, Current Parents, Parents of Alumni, Current and Grandparents of Alumni, and other Friends. Responsibilities include managing a pool of prospects with particular emphasis on Capital Gifts ($50,000 or more), Annual Fund Leadership gifts and Planned Gifts, directing the reunion giving effort for select classes, and managing or participating in other special projects.

**Essential Functions and Responsibilities:**

* Build on the success of Portsmouth Abbey School’s fundraising program through a strategic focus on building long-term relationships with identified prospects and donors.
* Manage the stages of the donor cycle of a defined portfolio of approximately 200 leadership prospects; maintain comprehensive and up-to-date records of all prospect contact.
* Work with the Annual Fund team to identify and solicit prospective Annual Fund Leadership donors.
* Maintain and grow Planned Giving program.
* Set goals, objectives and timetables, with the Director of Advancement, for solicitation and cultivation activities.
* Travel throughout the US (and selectively internationally) to make connections with constituents and attend school events.

**Additional responsibilities:**

* Endowment stewardship mailing
* Endowed scholarship recipient thank you letters
* Manage prospect research and rating initiatives
* Other duties as assigned

**Requirements:**

* Bachelor’s degree
* 5+ years of direct fundraising experience (or its sales and marketing equivalent)
* Excellent written and verbal communication skills
* Excellent analytical and marketing skills
* Willingness to work as part of a team in all aspects of the job
* Willingness to travel
* Familiarity with Independent Boarding Schools (particularly in New England)
* Understanding of, and commitment to, the Portsmouth Abbey School mission

**Physical Demands:**  
While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; and stoop, kneel, crouch, or climb. The employee must occasionally lift and/or move up to 40 pounds.

**Other Qualifications:**

## • All prospective employees must be able to clear a background check.

## Benefits to include:

Salary: Commensurate with experience and education.

Benefits:

Pension (403b): PAS contribution of 10%; employee contribution of 1%, after 2-year waiting period (waived with prior educational experience)

Health insurance: United Healthcare; Waive, $3,100 stipend

Dental insurance: Delta Dental

Life insurance: equal to one year’s salary

Short-term disability (TDI): paid by employee and administered by State of RI

Long-term disability: 90-day qualifying period; 60% of salary; $7,500 maximum monthly benefit (conversion privilege)

AD&D: per policy

Employee Assistance Program: free and confidential

Tuition remission: 100% tuition remission

Position open until filled.

## Please email a letter of interest and resume to:

## Patty Gibbons

Director of Advancement

pgibbons@portsmouthabbey.org

## No phone calls please.