



St. Junipero Serra Catholic School  
23652 Antonio Parkway  
Rancho Santa Margarita, CA 92688

## Major Gifts Officer

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### Position Description

Will identify major gift donors, cultivate ongoing relationships with donors, and influence donors to support the School's mission and vision with financial support. The Major Gifts Officer will be held accountable for meeting monthly and annual fundraising goals and for meeting donor contact goals/metrics (phone calls and in-person meetings).

*It is a condition of employment that all employees conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese of Orange, including being respectful of the faith expressions of Catholicism.*

### Reports To

This position reports to the Sr. Principal. Will also work closely with the Finance Director.

### About St. Junipero Serra Catholic School

St. Junipero Serra Catholic School is a leading Diocesan Catholic Parish Elementary School located in South Orange County. Founded in 1995, we are motivated by the teaching of Saint Junipero Serra and the persevering spirit of our founding families. We nurture our students to live and model their Catholic faith as servant leaders of Christ. Guided by the Holy Spirit, St. Junipero Serra students are encouraged to use their God-given gifts and talents to serve the challenges of this ever-changing world.

**Our Website:** <https://www.serraschool.org>

### Job Responsibilities

Job Responsibilities will include, but are not limited to, the following:

- Identify School constituents who have the potential to become major gift donors or have been major gift donors in the past. Seek out potential prospects and perform prospect research.
- Meet with prospective donors on a regular basis to build relationships (phone contact, Zoom meetings, in-person meetings). Effectively articulate the need for funding to advance the School's mission and vision.
- Meet monthly and annual fundraising goals and prospect contact goals.
- Attend school-sponsored events and fully participate in the life of the school, including attending events held after normal school hours (may include evenings and weekends).
- Demonstrate professional conduct at all times. Adhere to the policies and procedures of the Diocesan Employee Handbook and the SJSC Faculty and Staff Handbook.
- Perform other duties as assigned.

## **Qualifications**

- Bachelor's degree preferred
- 5+ years successful experience working in major fundraising. Must be a highly energetic professional with a record of accomplishment of building donor relationships and closing gifts.
- Experience in a Catholic organization or other type of ministry or non-profit setting preferred.
- A high degree of discretion when dealing with confidential/financial information.
- Strong written and verbal communication skills.
- Strong interpersonal and influencing skills.
- Proficiency with MicroSoft products as well as Google mail/calendar/docs. Knowledge of fundraising databases/advancement management systems helpful.

**Send a resume and cover letter to Elise Trent, Director of  
Human Resources at [etrent@serraschool.org](mailto:etrent@serraschool.org)**