



Rowland Hall: Director of Major Gifts

School Overview

Rowland Hall is an independent school in Salt Lake City serving 970 students in preschool through twelfth grade. Driven by our vision of inspiring students who make a difference, Rowland Hall sets the standard for teaching and learning excellence in a warm, inclusive environment where students form meaningful relationships that cultivate confidence and self-discovery. Transformational academic and co-curricular programs, including experiential learning opportunities, self-expression through the arts, and a competitive athletic program, ensure students are challenged both inside and outside the classroom. We foster curiosity, compassion, and joy throughout the learning process and graduate young adults who know how to think critically and live with purpose.

Located near the base of the stunning Wasatch Mountain Range and adjacent to the University of Utah, a world-class research university and medical center, Rowland Hall attracts a diverse community of families. The school focuses on recruiting and retaining high-quality employees by offering extensive professional development opportunities, salaries that are competitive with local districts and market rates, and a close-knit, supportive community.

Position Summary

The Director of Major Gifts will focus on the qualification, cultivation, solicitation, and stewardship of major gift prospects and donors. As a top frontline fundraiser, they will be expected to be a visible ambassador of the Rowland Hall community, working closely with the Director of Institutional Advancement, Capital Campaign Steering Committee, and Head of School to advance the school's mission and strategic goals. This position's priority is to manage their portfolio to deepen major gift prospects' engagement with the school and secure major philanthropic commitments.

The Ideal Candidate

Rowland Hall seeks a passionate, organized, and personable individual to be a key member of the Advancement team. The ideal candidate should have a minimum of 3-5 years of proven fundraising experience and demonstrated success in establishing long-term relationships with major gift donors and converting major gift prospects into donors.

Primary Job Responsibilities

- Work closely with the Director of Institutional Advancement to develop and implement strategies to identify, qualify, cultivate, and solicit major gift prospects with the capacity to make commitments of \$50,000 or more over a five-year period

- Secure major gifts funding for endowment, capital projects, key programs, and special projects
- Actively manage a prospect portfolio of 150+ prospective major gift donors and complete an average of 16 personal contacts a month
- Maintain regular contact with donors through face-to-face visits, written communication, outreach events, and phone follow-up
- Manage prospect outreach for the capital campaign, scheduling joint briefing and solicitation meetings with the Director of Institutional Advancement, Head of School, campaign volunteers, and other school personnel
- Prepare written materials, including correspondence, solicitation and proposal materials, acknowledgements, regular communications, and moves management reports
- Assist in strategizing and implementing campaign cultivation and recognition events
- Identify and implement meaningful stewardship opportunities for committed campaign donors.

Desired Skills and Qualifications

- ☐ Bachelor's degree preferred
- ☐ 3-5+ years of proven major gifts fundraising experience, preferably during a capital campaign
- ☐ Demonstrated track record as a self-motivated, action-oriented fundraiser and relationship builder
- ☐ Working knowledge of planned giving
- ☐ Excellent written and verbal communication skills
- ☐ Ability to maintain a high level of confidentiality
- ☐ Skills necessary to effectively use a variety of programs and software, including database programs (Veracross experience preferred)
- ☐ Willingness to commit to at least 50% of time off-campus visiting prospects

1.0 FTE (12 month) exempt position. Pay commensurate with experience.

Reports to: Director of Institutional Advancement

To apply, please send cover letter and resume to Robyn Jensen/Major Gifts Position; Rowland Hall; 720 S. Guardsman Way; Salt Lake City, UT 84108 or email: robynjensen@rowlandhall.org

For more information about the school, please visit rowlandhall.org

Equal Employment Opportunity *Rowland Hall is an equal opportunity employer, and as such, believes that each individual is entitled to equal opportunity without regard to sex, color, race, ancestry, religion, national origin, sexual orientation, gender identity, age, physical disability, marital status, veteran status, or any other characteristic protected under federal or state anti-discrimination laws. Rowland Hall's equal employment opportunity practices extend to recruitment, hiring, selection, compensation,*

benefits, transfer, promotion, training, discipline and all other terms, conditions, and privileges of employment.