

Hill-Murray School

2625 Larpeur Avenue East
Maplewood, MN 55109
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www.hill-murray.org

Development Gift Officer

Immediate Opening: Contact Chris Zupfer at czupfer@hill-murray.org

School Profile:

Hill-Murray School is a co-educational Catholic Benedictine college prep school serving grades 6-12. We are located in Maplewood, MN, a suburb of St. Paul. Our student population is expected to grow to 950 students over the next few years and draws from St. Paul, nearby suburbs, and western Wisconsin communities. With an average class size of 23, Hill-Murray is committed to providing the individual attention needed to ensure that each student reaches his or her potential, and that each student feels known, loved and respected.

Hill-Murray offers an innovative schedule with a diverse rigorous curriculum and a integral co-curricular program stressing emotional intelligence along with the school's Catholic charism.

Beginning in middle school, we place our students on the path to college and work readiness, with a challenging curriculum that is critical to our mission including access to math and science courses for all 7 years as well as technology including courses in coding for four years with internships for those committed to pursuing a certificate.

Coursework is offered on a semester system, with a course load consisting of six to seven classes per semester. An Honors Level program, College In the Schools (CIS) and Advanced Placement (AP) courses are available for students who meet the academic criteria as is a "Scholars" program that allows more individualized options for students with a specific passion.

The school recently made significant capital improvements and investments in innovative teaching tools and has enjoyed four years of increased enrollment. In addition, the school is in the middle of a \$35 million dollar endowment campaign aimed at further empowering the school's ability to provide an innovative and relevant curriculum and to reward excellence.

For example, the school now has an endowed grant program that provides an opportunity for any teacher to get financial support for innovative ideas/experiences/materials that will enhance the student experience.

Hill-Murray teachers are more than classroom educators. They are actively involved with the students as coaches, advisors, moderators, and tutors. Our small class sizes allow teachers to maintain well-disciplined classrooms, offer individual attention to each student, and hold high expectations for all. We have a counseling staff that on average has 115:1 ratio and a full time college counseling staff to assist in the transition.

Based on the Class of 2017:

- 98% attend four-year colleges
- 2% attend two-year colleges
- 44% attend private colleges
- 38% attend out-of-state colleges
- 40% attend top 100 universities

2017 ACT Scores:

- English: 25.4
- Math: 24.4
- Reading: 26
- Science: 25.1
- Composite: 25.4

Position Profile:

Manage Major Gift Program and other duties as assigned

- Manage donor relationships for 100-150 prospects.
- Raise \$300k - \$500k annually through gift relationships
- Secure gifts for restricted programs including capital, endowment & annual funds.
- Identify prospective donors; prepare prospect research and develop cultivation and strategies that maximize the relationship of the donor to Hill-Murray for various giving initiatives.
- Execute cultivation plans for parents, alumni, past parents and friends of the school to secure gifts to annual as well as capital fundraising efforts.
- Oversight of the annual Presidents Dinner event.
- Utilization of Salesforce tools including Salesforce database, Pardot Marketing, Click & Pledge, Mogli texting and social media suite (previous experience preferred but not mandated)
- Fathers Club Liaison – monthly meetings on the last Wednesday of each month

Reporting Relationship:

This position will eventually report to the Vice President of Advancement. This position works closely with the President, Alumni Manager, development and admissions offices.

Desired Attributes:

Must convey Benedictine & Lasallian beliefs and values in interactions with students, staff, parents and the Hill-Murray community as a whole and work collaboratively with faculty, staff, alumni and industry to achieve the position objectives.

Qualifications

A bachelor's degree in business, communications or education is preferred. 3-5 years of applicable experience is desired.

Compensation:

Compensation depends on qualifications and experience. Eligible for tuition remission.

Ethical Standards:

As a member of Hill-Murray School, individuals are expected to have high character and ethical standards and will be required to complete a background check, sign a code of conduct and complete Virtus training.