



# Columbus Academy

Ready to thrive.

4300 Cherry Bottom Road, Gahanna, Ohio 43230 • [columbusacademy.org](http://columbusacademy.org)

## Director of Major and Planned Gifts

Start date: Immediately • Apply online at [columbusacademy.org/apply](http://columbusacademy.org/apply)

## About Columbus Academy

Recognized as a premier independent school in the nation, Columbus Academy has, since its founding in 1911, exemplified the country day school educational model. The heart of this model is the idea that the best interests of children are served when home and school work together.

At Columbus Academy, parents are integral members of our community. In our welcoming school, fully dedicated to the development of young scholars, athletes and artists of every kind, parents find what they are looking for: The school to trust with childhood.

We believe that [diversity, inclusion, equity and justice](#) are essential measures of our excellence. Our goal is not to mold young minds but to light them on fire.

[Visit us](#) and you will see this in [the way we teach](#) and the way [our 231-acre campus](#) is designed — the light, the energy and the interconnectedness of our mindfully designed learning spaces that allow for children to gaze out to the open sky.



## Our Mission

Columbus Academy — an independent, coeducational college preparatory school — enriches its academic tradition of excellence by valuing a broad diversity of students as it seeks to develop the complete person: mind, body and character. The school rewards rigorous effort and accomplishment, fosters compassion, respect and moral courage, and insists on integrity, fair play and community service. Academy strives to develop and sustain a community of thoughtful, responsible, capable and confident citizens eager to engage in a pluralistic and ever-changing world.

## At a Glance

Founded: 1911  
Enrollment: 1,162 students  
Ages: 3YO–Grade 12  
Students of Color: 48%  
Total Tuition Assistance: \$4.8M

## Quality of Life in Columbus

Columbus is the 14th largest city in the United States with a population of 879,170. The city is perfect for active lifestyles, having invested \$20 million to develop a growing system of bike and fitness trails that connect the suburbs and river trails to downtown's \$44 million riverfront park system restoration. Columbus is gaining nationwide recognition for its historic neighborhoods, booming downtown arts and sporting districts, open attitude and a noticeably affordable quality of life. Check out our [Guide to Columbus!](#)



## Director of Major and Planned Gifts

Columbus Academy, recognized as a premier independent school in the nation, is seeking a **Director of Major and Planned Gifts** (Director) to lead a comprehensive major gifts and planned giving program. As the school embarks on a significant period of growth, this externally focused fundraiser will be responsible for building and managing a portfolio of prospects, deepening relationships with donors and developing new philanthropic connections to increase long-term support.

Reporting to the Assistant Head of School for Development, the Director will employ industry-best practices in moves management and the donor gift cycle, ensuring a data-driven and relationship-centered approach to philanthropy. The ideal candidate will be strategic, proactive and creative in identifying opportunities to expand philanthropic revenue while enhancing donor engagement and stewardship.

This is an exciting opportunity to assist in strengthening a major gifts and planned giving program, creating a lasting impact on the future of Columbus Academy.

## Position Description

The individual selected for this position will be expected to carry out the following:

- Develop and grow a sustainable major gifts program, aligning donor strategies with the school's long-term fundraising goals.
- Build and manage a portfolio of major and planned giving prospects and donors to identify, qualify, cultivate, solicit and steward.
- Develop written proposals, illustrations and gift agreements, and other donor communications.
- Regularly and in a timely manner document prospect and donor contacts.
- Provide regular reports on prospect management and fundraising results.
- Involve appropriate campus constituents and volunteers in gift conversations.
- Train others, including fundraising staff, on planned giving including proper documentation and recording of planned gifts.
- Manage the Director of Alumni Relations and collaborate with that position on the 50th Reunion Class program to raise major and planned gifts towards the class reunion goal.
- With Donor Relations, manage programming for the Columbus Academy Legacy Society, the giving society for planned gift donors.
- Attend some school events, including Convocation and Commencement, as well as other evening and weekend events as needed.
- Local travel within the state of Ohio to visit prospects and donors, with some national travel.

## Qualifications

Preferred candidates will possess the following qualifications:

- Bachelor's degree, with a JD strongly preferred
- 5-7 years of frontline fundraising experience, preferably at an independent school, college, university or nonprofit organization.
- 5-7 years of fundraising experience in raising major gifts (\$50,000+) and in planned giving.
- Demonstrated knowledge of and experience in soliciting and closing planned gifts including wills, trusts, gifts via beneficiary designations, charitable gift annuities and charitable remainder trusts.
- Experience discussing legacy giving or estate planning with donors and/or their affiliated professional advisors.
- Prior demonstrated experience in moves management, the donor gift cycle and industry-best practices for fundraising.

- Experience working with Board members, volunteers and school leadership to advance fundraising goals.
- Excellent written and verbal communication skills.
- Highly organized, self-motivated and strategic in approach.
- Proficiency in Raiser's Edge NXT.
- Prior experience in a multi-year fundraising campaign.

## Physical Conditions

Candidates must be able to manage the following conditions:

- A fast-paced office environment requiring a high level of accuracy, a commitment to outstanding service and the ability to effectively multitask
- Occasional additional hours as needed to meet required deadlines
- A non-smoking environment

Columbus Academy believes strongly in the principles of diversity, equity, inclusion and belonging. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.

Legal requirements: All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

