



**Major Gift and Planned Giving Officer  
St. Lawrence Seminary High School  
Mt. Calvary, Wisconsin**

**Position Profile**

St. Lawrence Seminary High School ([www.stlawrence.edu](http://www.stlawrence.edu)) a private, Catholic, residential school for young men founded in 1860 by the Capuchin Franciscans, is seeking a Major and Planned Giving Officer to grow its program of philanthropy. The mission of St. Lawrence Seminary High School, a minor seminary with an average enrollment of 200, is to provide an opportunity for young Catholic men in high school to lay a foundation on which they can build a life of ministry in the Catholic Church as laymen, deacons, brothers, or priests. Students come from all over the world and represent many social and economic backgrounds.

The Major and Planned Giving Officer reports to the Director of Institutional Advancement and is part of a team which supports the mission of St. Lawrence Seminary High School by expanding its advancement efforts with alumni, donors, and friends. The individual selected for this important position will be joining an organization with an established culture of philanthropy and a program of giving which is poised to move to the next level of excellence. The Major and Planned Giving Officer will design and implement strategies to more fully engage with existing and potential donors to increase funding in support of programs and facilities. The individual in this position works closely with the Rector and must effectively communicate how development efforts support the Seminary's mission and vision.

A successful candidate should be Catholic, possess a bachelor's degree, and have a minimum of three to five years of experience in development and fundraising. Candidates should demonstrate a proven track record in identifying, cultivating, and soliciting major donors in a mission-driven organization and the ability to build lasting relationships with all constituents. Candidates must be strategic thinkers able to build upon the strengths of the existing program, identify opportunities for growth and expansion, and implement best practices in the areas of major and planned giving. Desired characteristics of applicants include strong personal spirituality, evidence of good judgment, demonstrable personal integrity, a strong work ethic, and a proactive, results-oriented demeanor, as well as excellent communication and organization skills. Applicants should also possess an understanding of contemporary communication tools and strategies to enhance giving programs.

This is a full-time, 12-month position which requires the ability to work flexible hours, including some nights and weekends, and includes travel. Salary is commensurate with experience.

Interested and qualified candidates should submit electronically a letter of introduction; a resume; a writing sample (preferably a major gift proposal); and names, addresses, telephone numbers, and email addresses of three professional references to: St. Lawrence Seminary High School, Attn: Mr. Timothy Schroeder at [tschroeder@stlawrence.edu](mailto:tschroeder@stlawrence.edu). Deadline for applications is September 21, 2018.