

Leadership Giving Officer

Status: **Full Time**

Compensation Range: \$90,000 - \$110,000 / Salary Rate

WELCOME TO CROSSROADS

See the world differently.

ELEMENTARY SCHOOL

Norton Campus

1715 Olympic Boulevard, Santa Monica, CA 90404

MIDDLE & UPPER SCHOOL

21st Street Campus

1714 21st Street, Santa Monica, CA 90404



CROSSROADS
SCHOOL FOR ARTS & SCIENCES



About Crossroads School

Crossroads School is an independent, K-12, all-gender school of nearly 1,200 located in the beach city of Santa Monica, CA. Founded in 1971, Crossroads was founded on five core commitments: to academic excellence; to the arts; to the greater community; to a student body of social, racial, and economic diversity; and to the development of each student's physical well-being and full human potential.

Crossroads has been recognized for decades as an innovative force in education and for the public good. Its progressive philosophy, strong community and culture, emphasis on diversity and inclusion (53% of students and 38% of faculty identify as people of color), and a belief that all domains of school life (arts, athletics, service, etc.) are equally integral to a child's development and well-being have made it a top choice for families in Los Angeles. It is a particularly exciting time for the School: current initiatives include the fully endowed Equity & Justice Institute, an ambitious 15-point strategic plan and a capital campaign to construct a performing arts complex on the 21st Street campus.

Students at Crossroads own their education. Our student-centered approach allows students to celebrate their individuality and to build their individual curricular pathways. The Middle School serves roughly 330 student grades 6-8. Crossroads School is a high-touch, high volume organization, which requires all adult community members to maintain a visible profile on campus and a responsive, student-centered approach.

If you have a passion for helping people, enjoy continuous learning, strive for innovative solutions and process improvement, this role may be for you!

Position Overview

The primary responsibility of this position is to strengthen and further expand a highly successful annual giving program through personal solicitation of current families who give at the leadership level (\$10,000+) and up, as well as upgrading families to give at the leadership gift level.

The Leadership Giving Officer (LGO) collaborates closely with colleagues from advancement to provide high-touch donor experience for supporters of Crossroads. In addition to growing and cultivating a culture of philanthropy within the Crossroads community, the LGO embraces Crossroads' mission and core values in all facets of the relationship building process.



Essential Job Functions

1. Frontline Fundraising

- Identify, cultivate, solicit and steward Leadership Circle donors to the Crossroads Fund
- Create strategic action plans for leadership+ prospects and donors with the intent of deepening relationships on behalf of the School, leading to solicitation and closing of leadership+ gifts in support of annual, campaign and endowment programs
- Manage a dynamic portfolio of 100-125 donors and prospects
- Maintain timely actions and notes in Raiser's Edge
- Participate in regular prospect review conversations to help to identify candidates for special projects, gift opportunities and events
- Attend school community events to build relationships with internal and external constituents
- Help to identify and qualify new capital campaign prospects, building upon donor's annual giving behaviors and expressed interests and/or capacity to give at the \$100,000+ level
- Other duties are assigned by Director of Development

2. Foundations/ Grant Work

- Requests support from foundations and organizations, including letters, impact reports and
- correspondence with grant makers, foundations, and their representatives; Grant reporting as
- necessary
- Proactively and regularly explores new partners who might be interested in supporting Crossroads,
- particularly as we look to increase support for Financial Aid
- Development of a process and calendar to track, facilitate and author both grant proposals and
- corresponding impact reports to various funding organizations

3. Cross Team Collaboration

- Participate in regular 1:1s, Bi-Weekly Advancement Team Meeting and Development Meetings
- Collaborate with colleagues in Development, Alumni and Parent Relations to support seasonal projects that align with development objectives such as reunions, spring event, parent events and volunteer thank you events etc.



Required Qualifications

- Bachelor's degree
- Demonstrated success with 3-5 years of frontline fundraising experience; background in independent schools preferred
- High emotional intelligence and demonstrated ability to interact with donors and solicit donations while making them feel valued
- Understanding and willingness to work as a team
- Ability to initiate projects, be flexible, and work independently
- Ability to prioritize appropriately when facing multiple responsibilities and tasks
- Strong leadership and interpersonal skills, allowing s/he/them to work effectively with colleagues and constituents, solve problems and represent Crossroads to all constituents
- Advanced computer skills and knowledge of Raiser's Edge or relevant fundraising software
- Demonstrated excellent written and verbal skills
- Outstanding organizational skills and attention to detail
- Ability to work nights and weekends as required for prospect meetings and events
- Displays the highest ethical and professional behavior as a representative of Crossroads and its advancement office
- Demonstrates a growth-mindset

Physical Demands

- Sit for long periods of time
- Must comply with all safety requirements which may vary

Please submit your resume and cover letter for consideration to this position. Click [HERE](#) to apply.



Our Philosophy Statement

The School was built upon five basic commitments: to academic excellence; to the arts; to the greater community; to the development of a student population of social, economic, and racial diversity; and to the development of each student's physical well-being and full human potential.

It is the goal of Crossroads School to provide a strong college preparatory program from which each student will develop a personal commitment to learning, a respect for independent thinking, and an expanding curiosity about the world and its people. We consider certain skills to be essential for all graduates: to read well, to write clearly and coherently, to study effectively, to reason soundly, and to question thoughtfully.

Through the educational process, we assist students in gaining self-esteem, self-knowledge, and respect for the knowledge and opinions of others. We believe that education must not be a race for the accumulation of facts, but should be an enriching end in itself. We also believe that education is a joint venture among students, parents and teachers. To be effective with young people, teachers and parents must themselves continue to learn, so that they may perceive the young accurately and treat them wisely.

We believe that the arts are an essential part of the curriculum and that it is important for students to express themselves creatively and to use their imaginations freely. Therefore, music, drama, visual arts, film, writing and dance are significant parts of student life at Crossroads.

Through our academic and extra-curricular programs, we seek to promote social, political and moral understanding, and to instill a respect for the humanity and ecology of the earth.

We understand that there are many kinds of intelligence, and the traditional academic, cognitive area is one. Other important areas of intelligence are intuition, imagination, artistic creativity, physical expression and performance, sensitivity to others and self-understanding. To neglect any of these areas is to limit students in the development of their full human potential.

We believe that the uniqueness of children is revealed in their very existence and that it is the School's responsibility to foster their innate sense of the mystery and joy of life.

Our Diversity Statement

One of Crossroads School's founding commitments is to develop a socially, economically and racially diverse student body. We are equally committed to supporting a vibrant and diverse workforce. Crossroads is proud to be an Equal Employment Opportunity and Affirmative Action employer; we do not discriminate in employment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender or gender identity, age or sexual orientation. People of color, women and individuals with disabilities are encouraged to apply.

