

Title: Senior Development Officer

Department: Office of Development & Alumni Affairs

Reports to: Assistant Head of School for Development & Alumni Affairs

Anticipated Start Date: January 5, 2027

About Portsmouth Abbey School

Portsmouth Abbey School is a coeducational Catholic boarding and day school for grades 9 through 12. Founded in 1926 by the English Benedictine Congregation, the School is located on a 525-acre campus along Rhode Island's Narragansett Bay, less than 30 minutes south of Providence and 20 minutes from Newport. The School is known for its mission to help young men and women grow in knowledge and grace through its purpose-driven education in the Catholic intellectual tradition and a values-based community that embraces faith while nurturing reverence for God and the human person, love of learning, and commitment to community life. The Abbey's 350 students are encouraged to engage passionately in academic and intellectual pursuits, innovative electives, service to others, and athletic and artistic endeavors. The School's approach to college preparation is designed to inspire the next generation's leaders, stewards, innovators, and problem solvers while instilling a desire to serve the common good.

The Opportunity

Portsmouth Abbey School seeks an experienced Senior Development Officer to advance the School's major gift fundraising efforts. Working closely with the Assistant Head of School for Development & Alumni Affairs, this individual will manage a portfolio of high-potential donors and develop strategies to secure significant philanthropic commitments in support of the School's mission, strategic priorities, and comprehensive campaign.

The Senior Development Officer will build strong relationships with alumni, parents, grandparents, and other key constituents and serve as a strategic partner to School leadership and volunteers throughout the major gift process.

The School welcomes applications immediately and anticipates conducting interviews throughout the fall of 2026. The selected candidate may be offered the position prior to the start date, with employment commencing January 5, 2027.

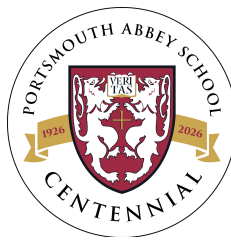
Key Responsibilities:

Major Gift Fundraising

- Manage a portfolio of prospective and current major gift donors through identification, cultivation, solicitation, closing, and stewardship.
- Develop individualized strategies based on donor interests, capacity, engagement, and readiness.
- Personally cultivate and solicit significant philanthropic commitments, including major, leadership Annual Fund, campaign, and other strategic gifts.
- Prepare compelling proposals, cases for support, solicitation materials, and gift agreements.

Campaign & Prospect Strategy

- Partner with the Assistant Head of School to establish portfolio goals, forecasts, timelines, and performance measures.
- Identify and qualify new prospects and develop strategies to advance significant philanthropic opportunities.



- Participate actively in the School's comprehensive campaign and other strategic fundraising initiatives.

Leadership, Stewardship & Engagement

- Prepare the Head of School, trustees, volunteers, and other School leaders for donor engagement and solicitation.
- Coordinate internal stakeholders to ensure thoughtful and consistent donor strategies.
- Provide meaningful follow-up, personalized communications, and impact reporting to strengthen donor relationships.
- Represent Portsmouth Abbey School with alumni, parents, foundations, corporations, and community partners.

Foundation & Corporate Relations

- Research, cultivate, and develop relationships with foundations and corporate partners aligned with School priorities.
- Coordinate grant proposals, reporting, deadlines, and stewardship activities.

Data & Portfolio Management

- Maintain accurate portfolio and donor records and use Raiser's Edge NXT and prospect research tools to inform fundraising strategy.
- Monitor portfolio and pipeline performance and provide regular updates to the Assistant Head of School.
- Collaborate with the Annual Fund lead to identify and engage leadership-level donors.

Qualifications & Skills

- Minimum of five years of progressive fundraising experience, including significant experience personally cultivating, soliciting, and closing major gifts.
- Demonstrated success managing a major gift portfolio and securing significant philanthropic commitments; experience with six-figure gifts strongly preferred.
- Experience in independent schools, higher education, or another mission-driven nonprofit organization preferred.
- Bachelor's degree required.
- Exceptional relationship-building, communication, and interpersonal skills, with the ability to engage confidently with high-net-worth individuals, families, volunteers, and senior leaders.
- Strong strategic, analytical, organizational, and writing skills.
- Familiarity with Raiser's Edge NXT or similar CRM software.
- Commitment to Portsmouth Abbey School's mission and willingness to travel and work occasional evenings and weekends.

Other Qualifications

All prospective employees must successfully complete a background check prior to beginning employment.

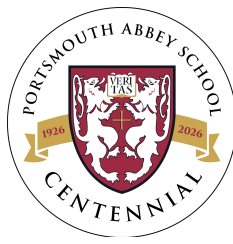
Salary: Commensurate with experience and education.

Benefits:

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Health/Vision insurance

Dental Insurance



Life Insurance
Short-term disability (TDI)
Long-term disability
AD&D
Employee Assistance Program
Tuition Remission

Contact:

Interested applicants should email a resume and cover letter to hr@portsmouthabbey.org