



## Major Gifts Officer Job Posting

### About CltBP:

Charlotte Bilingual Preschool (CltBP) has dedicated 20 years to providing innovative, two-generation solutions for preparing Spanish-speaking children for success. Core services include the 5-star licensed dual language Preschool Program for children 3-5 and the Family Program, which empowers families as their children's most important teachers. In 2018, CltBP launched an extension of the Preschool Program called the Green Room, a three-year pilot integrating students and families from diverse cultural backgrounds to facilitate the flow of social capital. In 2019, CltBP began partnership with ParentChild+ as a pilot site for their home visiting program. **Join our team and change the future as we enter into our 20<sup>th</sup> school year of service!**

### Job Overview:

Reporting directly to the Development Director, the Major Gifts Officer is responsible for a range of development, event planning, and other duties as assigned to advance Charlotte Bilingual Preschool's mission and strategic growth. Responsibilities will include leading design and coordination of CltBP's major giving program and leading planning for CltBP's annual Grandes Sueños fundraising luncheon. The Major Gifts Officer is part of the Development office, which includes the Executive Director, Development Director, Development Associate, and part-time Grant Writer.

### Requirements:

- 2+ years of experience in development
- High level written and verbal communication skills
- Organizational skills, ability to prioritize tasks, and excellent attention to detail
- Proficiency in Microsoft Office and experience using Excel formulas or ability to learn Excel formulas
- Demonstrated emotional maturity
- Demonstrated professionalism in communications and ability to handle confidential information with discretion
- Experience in major gifts and event planning preferred
- Bachelor's degree preferred
- Bilingual, bicultural Spanish/English is a plus
- Familiarity with Bloomerang is a plus

### Apply if you are:

- Passionate about early childhood education, economic mobility, and immigrant communities;
- Committed to excellence and continuous improvement;
- A self-starter with the ability to work independently and the motivation to teach yourself;
- A creative problem solver with strong decision-making capability;
- A people person with strong interpersonal skills;
- Committed to providing the best customer/client service possible.

### Compensation

- Competitive and commensurate with experience. Benefits include flexible schedule and ability to work remotely, QSEHRA healthcare reimbursement, 401K match, short-term disability, and life insurance.

### How to apply:

- Send your resume and cover letter to Connie Barcelo at [connie@bilingualpreschool.org](mailto:connie@bilingualpreschool.org) with the subject line "Major Gifts Officer Application."

*As an equal opportunity employer, Charlotte Bilingual Preschool is committed to providing employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, gender identity and expression, sexual orientation, national origin, disability, or any other basis prohibited by applicable law.*