



# BISHOP NOLL INSTITUTE

## JOB POSTING: MAJOR GIFTS OFFICER

POSTED: SEPT. 4, 2026

### THE SCHOOL

Bishop Noll Institute is a co-educational, college prep high school in Hammond, Indiana, 3 miles from the Chicago city limits. In its 106th school year, Bishop Noll is the largest of 20 schools operated by the Roman Catholic Diocese of Gary, Indiana, and draws students from throughout Northwest Indiana and Chicago's southern neighborhoods and suburbs. With a current enrollment of 750 students, BNI owns a database of more than 15,000 living alumni.

### POSITION SUMMARY

The Major Gifts Officer serves as a senior member of Bishop Noll Institute's Advancement team and reports directly to the President. He/she plays a vital role in advancing BNI's mission by cultivating and stewarding meaningful donor relationships and achieving annual and long-term fundraising goals (including planned giving and specific campaigns). As the school's primary frontline major gifts officer, he/she manages a portfolio of approximately 100-125 major gift prospects and donors throughout the country and works closely as a strategic partner with the President, other members of the Advancement team, school administration and school board to support Bishop Noll's strategic priorities and long-term sustainability within the Diocese of Gary.

This is a full-time, 12-month exempt status position. Evening and weekend hours will be required on occasion, including representing the school at events on campus and beyond. Periodic travel is expected. Competitive benefits package is included. Compensation will be commensurate with experience.

### QUALIFICATIONS

The ideal candidate will have strong written and verbal communication, interpersonal and organizational skills, as building relationships is at the heart of the role. Candidates must have a minimum of a bachelor's degree and 3-5 years' experience in fundraising/development, sales, marketing or in an equivalent business development role. The candidate must be proficient in Microsoft Suite and/or G-Suite equivalents and have experience navigating Raiser's Edge NXT, the school's donor database, or a similar CRM platform so as to maintain accurate and timely donor records and develop proper pipeline strategies.

Additionally, he/she must:

- Fully understand and believe in the mission, goals and philosophy of Bishop Noll Institute, in addition to a comprehensive understanding of Catholic education and its benefits.
- In action and word, model core Catholic, Christian values as part of a leadership team committed to continuing the work of Jesus Christ on Earth.
- Own excellent public speaking and presentation skills and be comfortable interacting with diverse constituencies and the general public.
- Be able to achieve measurable goals and meet deadlines.
- Be a team player who can demonstrate mission-centered collaboration with internal and external stakeholders.
- Be able to demonstrate teamwork, initiative, enthusiasm, and the ability to maintain confidentiality.

### TO APPLY

Interested candidates should send a concise cover letter, resume and three professional references to Bishop Noll President Paul Mullaney at [pmullaney@bishoppnoll.org](mailto:pmullaney@bishoppnoll.org). No phone calls, please.

**DEADLINE:** Applications will be accepted until the position is filled.