

Major Gifts Officer Job Posting

JOB TITLE:	Major Gifts Officer	POSTING DATE:	8/08-8/25/2017
DEPARTMENT:	Development	FLSA STATUS:	Exempt
REPORTS TO:	Director of Advancement		
HOURS:	8:00 am - 4:30 pm Monday to Friday; evenings and weekends as needed		

SUMMARY:

The Major Gifts Officer works closely with the Director of Advancement to develop and implement strategy for individual major gift donor relationship management (manage, nurture, upgrade) to meet short and long-term goals of the department. The primary objective of the Major Gifts Officer is to develop long-term relationships built on a firm understanding of donor's interests, passions and values. Extensive travel is required with this position.

DUTIES AND RESPONSIBILITIES -- External focus.

RELATIONSHIP MANAGEMENT AND SOLICITATION (65%)

- Develop strategic funding requests based on short, intermediate, and long-term funding goals of the organization for high net worth individuals.
- Act as primary relationship manager for individual and private foundation prospects of \$10,000 or more/year to reach or exceed annual funding goals.
- Play lead role in soliciting and closing major gifts.
- Manage relationship process for individual major gift donors including prospect solicitation, briefings with primary relationship managers.
- Cultivate and expand current giving by planned gift donors and integrate planned gift objectives into major individual donor.
- Extensive travel will be required.

CULTIVATION AND STEWARDSHIP (25%)

- Plan and implement funding campaigns, events and activities (volunteer experiences, tours, receptions, etc.) for individual major gift donors using existing activities as appropriate.
- Execute major gift materials, including briefing memos, proposals and stewardship materials.
- Manage and coordinate volunteer donor groups to cultivate and request new gifts.

MONITORING AND REPORTING (10%)

- Monitor weekly, monthly, quarterly and annual activity to achieve major gift revenue goals.
- Assist with review and verification of major gift donor recognition lists.
- Track and report relationship management activity using constituent relationship management system including identification, qualification, cultivation, solicitation and stewardship of prospective and current individual major donors.
- Participate in regular Advancement staff and organization-wide meetings.

Required knowledge, skills, and abilities:

- Confidentiality, integrity, discretion, attention to detail is imperative.
- Organizational skills and ability to handle multiple tasks simultaneously.
- Knowledge of education fund raising and overall annual giving program functions is desirable.
- Strong computer skills to include Word and Excel, additional database software knowledge a plus, with a willingness to learn new computer programs.
- Proven skills in data extraction and manipulation for planning and evaluation.
- Some nights and weekends may be required.
- Extensive travel will be required.

Minimum acceptable training and experience:

- Bachelor's degree and a minimum of **three years' experience** in related area are required.

Interested candidates should send a resume and cover letter via email (preferred) to:

hrstaffing-adv@hb.edu

Human Resources, Position ID #MG72817
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