

# Major Gifts Officer

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## IDEAL CANDIDATE PROFILE

The successful candidate has had approximately three years of related experience in the fundraising or service industries. A Bachelor's Degree in Business, Human Resources, or equivalent is required. An MBA is a plus, but not a requirement. Foundational experience in training, coaching, and team building is desirable, as is the demonstrated ability to develop and lead major strategic initiatives. Experience in small, mid-sized, and large organizations is very desirable. Experience achieving and maintaining high levels of customer service in a nonprofit service environment is desired. Such experience in for-profit leadership is a plus.

## IDEAL PERSONAL PROFILE

We are looking for a results-oriented individual with an entrepreneurial spirit who has proven project management skills. The successful candidate is well organized, with an eye for detail. The ideal candidate is a team player who can help lead the organization to a "best in class" status while maintaining high morale and customer service levels. Strong written and oral communications skills; problem-solving, and decision-making abilities are required, as are the highest standards of ethical behavior. A positive "can-do" attitude with an optimistic view of problem-solving and conflict management is a must.

## QUALIFICATIONS:

- 3+ years experience in a Major Gifts Officer or equivalent role.
- Experience leading \$1Million+ fundraising campaigns is preferred.
- Experienced in working cross-functionally with internal and external customers to develop and execute an effective campaign.
- Excellent track record for generating positive results.
- Extensive experience and orientation as a "hands-on" and "working" leader or coach.
- Superior interpersonal communication skills
- Excellent mentoring, coaching, and leadership development skills
- Excellent project planning skills
- Experience in utilization of training programs and systems
- Experience in management of campaigns
- Experience/background with marketing initiatives
- Experience in budgeting and expense control

## GENERAL SUMMARY:

The Major Gifts Officer has overall responsibility for planning, implementing, and managing the client's fundraising campaign. The Major Gifts Officer reports directly to Manager Title and indirectly to the Executive Director. The Major Gifts Officer actuates the campaign's tone and management style, including the vision, management, organization, financial direction, and control of all campaign details. The Major Gifts Officer is responsible for ensuring that the campaign maintains company standards for campaign planning, reporting, customer service, appointments, and attaining pledge goals. Also, the Major Gifts Officer is also responsible for ensuring that the campaign expenses are planned and controlled, and campaign calendar timelines are met.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Immediately gain and maintain credibility from the executive team, Board of Directors, volunteer leaders, senior staff, and other stakeholders.
- Lead the formulation and administration of a campaign plan, policies, and pledge goals and assure they are carried out with clear objectives. Demonstrate intellectual curiosity using the local market as a guide and framework to achieve these goals. Maintain the ability to teach, coach, and hold accountable the staff and the volunteer team necessary to implement the campaign.
- Build and develop an information-based network and database.
- Facilitate prospect evaluation sessions
- Enlist a volunteer campaign leadership team.
- Emphasize campaign goals and objectives to achieve the overall value through a team of motivated and dedicated volunteers and employees.
- Clearly define how the results can be accomplished.
- Energize and empower team members to facilitate a shared vision by providing volunteers and employees with responsibility and accountability to implement campaign plans.
- Identify training needs and initiate the development of key members.
- Recommend effective personnel action as needed.
- Establish, maintain, and communicate operational goals and results to monitor key indicators and adjust strategy or tactics as needed. Review performance weekly or bi-weekly against campaign standards and plans. Ensure that overall targets are met. Recommend and implement a revised plan of action if needed to ensure progress toward stated objectives.
- Ensure that processes and procedures are in place and consistently followed for budgeting, prospect evaluations, appointment setting, marketing, small group meetings, the campaign kickoff, and the victory celebration.

## GENERAL SKILLS/BACKGROUND:

- A proven leader who builds lasting relationships.
- Highest level of Integrity and Ethical Behavior.
- Broad business acumen
- Leadership and Coaching Skills
- Exceptional analytical skills
- Marketing orientation
- Results-oriented leader
- Goal-oriented and self-motivated
- Communication:
  - Ability to effectively communicate vision, strategy, and tactical plans at all levels.
  - Passionately communicates with facts to facilitate consensus or “buy-in.”
  - Ability to ask for input from others and formulate insightful, logical, and unbiased conclusions.
- Listen, think, speak and act with the courage of conviction.

## Leadership:

- Assess and develop the skills of team members
- Assume the role of Coach to the Campaign Chair(s); challenge the organization to be true to the overall campaign objectives
- Establish positive relationships with all internal client employees, the campaign team, and prospects.
- A Brand Champion who is driven toward exceeding expectations.

## Management:

- Ensures that all campaign plans are current and effective.
- Manages time to ensure completion of all activities within campaign calendar parameters.
- Trains and supervises the Campaign Assistant
- Supplies sound expense management.

## Personal Skills:

- Strong work ethic and ability to deliver results and meet commitments
- Ability to think strategically and innovatively yet pragmatically with the ability to balance planning with execution
- Commitment to excellence in service, performance, and execution
- Inquisitive – ask thought-provoking questions and challenge the “status quo.”
- Ability to inspire and influence people and effectively drive change
- Exceptional organizational and planning skills, strong analytical abilities, and process orientation
- Pleasant and professional demeanor

#### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee must regularly stand; walk; talk or hear. The employee is often required to reach with hands and arms; use hands; stoop, kneel, crouch, or crawl. The employee must regularly sit. The employee must occasionally lift and move up to 30 pounds. This job's specific vision abilities include close, distance, peripheral, and depth perception.

#### Travel Requirements:

This position must be available to travel as needed to support the organization's initiatives.

We are an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: Our organization is committed to equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. We will not tolerate discrimination or harassment based on any of these characteristics. We encourage applicants of all ages.