

JOB DESCRIPTION

POSITION TITLE: MAJOR GIFTS OFFICER

OVERVIEW

Under the direction of the Executive Vice President, this person identifies, researches, cultivates, solicits and steward potential and actual major gift prospects (\$10,000 - \$100,000 gift potential) to meet fundraising goals; Develops mechanisms and steps to identify new major gift prospects and volunteers; Coordinates regional fundraising activities; Acts as liaison to key volunteer for special fundraising initiatives;

ESSENTIAL FUNCTIONS

1. Manages the NCCHR major gifts program
2. Prepares written materials including proposals, volunteer correspondence and other solicitation materials
3. Solicits current donors and prospects for the NCCHR capital campaign
4. Performs face-to-face fundraising including cultivations, solicitation, closing and stewardship of donors
5. Regularly researches information through various data sources on people and organizations that may have the potential to become major gift donors, and works to identify special groups that may be organized to generate significant commitments
6. Creates and coordinates major gifts cultivation and recognition events as well as branding for all giving societies
7. Maintains prospect and donor database as it relates to the major gifts area
8. Develops individual solicitation plan for each major gift prospect
9. Provides regular status reports to the CEO, Board committees and Executive Vice-President on all matters of current interest related to major gifts
10. Assists with other duties as assigned

QUALIFICATIONS

Education: Bachelor's degree required,

Skills and Experience:

- 5-7 years experience in fund development and experience working on a capital campaign
- Must be proficient in the use of a personal computer, including Microsoft Office products (Word, Excel, PowerPoint)
- Excellent written and verbal communication skills with ability to build relationships
- Critical thinker, strategist and attention to detail