

**TITLE: Major Gifts Officer**

**CATEGORY: Development**

**FLSA: Exempt**

### **JOB SUMMARY**

Under the direction of the FMC Chief Development Officer, the Major Gifts Officer is responsible for the identification, cultivation, solicitation and stewardship of individuals, organizations, private foundations and businesses/corporations in Major Gift fundraising activities of FMC. Develops and implements strategies for cultivating relationships, matching mission projects and needs with donor interests, researching donor capacity and donor interrelationships with FMC supporters, volunteers and staff.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

1. Identifies, cultivates and solicits of major donor prospects for significant contributions to FMC in a capital campaign/Major Gifts fundraising approach.
2. Works closely with the development team and the campaign committees to manage prospect assignments, record contacts, and prepare board members, organizational leaders with training, materials and strategies necessary to be successful.
3. Serves as an integral part of the team that designs the FMC's major campaign, coordinating the development of campaign materials, activities and events.
4. Solicits or facilitates solicitation meetings with major donor prospects, working closely with the Chief Development Officer, other staff and volunteer leaders and/or organizational board members.
5. Maintains accurate and timely records/contact reports of all interaction with donors utilizing fundraising software.
6. Oversees implementation of stewardship and recognition for all major donors.
7. Coordinates and maintains positive relationships with other development staff members in Annual Giving, Alumni Relations, Planned Giving, and support staff to maximize donor relationships and philanthropic giving to the FMC.
8. Functions as a resource in the coordination of foundation events such as the Friends Annual Dinner, Scholarship Reception, and other events as planned.
9. Perform other duties as assigned.

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Standard office environment. Recurring early/late hours (weekend/early morning/evening meetings). Minimal physical exertion required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in business, non-profit management, marketing or related field. Relevant experience may substitute for the degree requirement on a year-for-year basis.

In addition, five years of professional level fundraising experience in a non-profit setting or for-profit trust management services. Experience with Major Gift fund raising and capital campaigns.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Practicing Catholic (preferred)
- Passion for The Great Commission and enthusiastic about raising up missionary disciples working worldwide
- Knowledge of effective private fundraising techniques and practices, including annual fund, solicitation techniques and planned giving programs.
- Knowledge of Association of Fundraising Professionals code of ethical conduct, National Committee on Planned Giving ethical practices and the Donor Bill of Rights.
- Knowledge of volunteer management techniques.
- Skill in private fundraising.
- Skill in communicating both in written and oral form.
- Skill in operating a computer and various supporting software packages.
- Ability to connect with potential donors promoting the needs of FMC in a way that results in giving.
- Ability to develop and maintain effective working relationships.
- Ability to work with an ethnically and culturally diverse population.
- Ability to provide effective and responsive service to donors, volunteers and community contacts.
- Ability to prioritize and manage multiple projects, resolve problems and make decisions.