



**Job Title: Major Gifts Officer**

Reports to: Senior Director of Development

Status: Exempt, Full-Time

Location: TBD

**POSITION SUMMARY**

The Major Gifts Officer (“MGO”) will identify, cultivate, solicit and steward a portfolio of 150+ constituents across North America.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manage a portfolio of approximately 150 prospects moving them from identification through solicitation
- Prepare weekly, monthly and annual program performance reports, implementing timely adjustments as needed to ensure maximum net gift revenue
- Participate in all aspects of the gift cycle:
  - Initiate contacts with potential leadership and major gift donors
  - Develop personalized and appropriate cultivation strategies to ensure positive and purposeful prospect and donor relations
  - Move potential donors in an appropriate and timely fashion toward solicitation and closure
  - Maintain stewardship contacts with donors through personal contact, recognition and communication; adhere to the highest ethical standards; demonstrate empathetic disposition and perseverance; reflect an optimistic and positive attitude, and convey sensitivity to the needs of donors
- Provide prospect strategy counsel to the Executive Director, Senior Development Director, and development staff who are managing other prospects
- Work with Senior Development Director and Director of Individual Giving in developing and implementing annual recognition and events for major donors
- Identify major gift prospects using The Raiser’s Edge database and electronic wealth screening services
- Collaborate with staff to develop and implement strategic initiatives and development efforts
- Manage other duties as assigned

**QUALIFICATIONS:**

- Minimum five to seven years of successful experience in personal solicitation fundraising or a combination of relevant experience and education
- Bachelor’s Degree required
- Experience in developing effective cultivation and solicitation strategies
- Experience in the management and supervision of professional staff
- Must have excellent written, verbal and listening skills
- Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas
- Strong sense of organization, planning and time-management
- Demonstrated success in working both independently and as a team member
- Strong commitment to women’s educational and philanthropic issues
- Must be willing to travel; 6-8 nights monthly
- Must be able to work evenings and weekends, as needed