

**THE WOMEN'S CENTER
JOB DESCRIPTION**

JOB TITLE: Major Gifts Officer
POSITION: Full time
CLASSIFICATION: Non-Exempt
DEPARTMENT: Administration
REPORTS TO: Executive Director
SALARY GRADE/LEVEL/RANGE: TBD
LOCATION: This position will primarily work remotely

JOB DESCRIPTION

SUMMARY/ OBJECTIVE: The Major Gifts Officer (MGO) will design, develop and implement strategies for the cultivation, solicitation, and stewardship of individual, foundation, faith-based, and corporate donors with special focus on gifts over \$5,000 to support agency annual fund, capital campaign, planned giving efforts or other special projects, and programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Actively solicit for major, capital and/or planned gifts.
- Develop a year-round major donor fundraising strategy, which includes establishing goals, objectives, tactics, and metrics that support the organization's short- and long-term priorities for growth
- Participate in each step of major donor management including identification; qualification through research; cultivation; briefing; request for support; and follow up, stewardship, and recognition.
- Develop individual donor strategies, along with materials/concepts to renew and upgrade donor gifts including capital and planned gifts.
- Collaborate with the Executive Director, Development team, and Board of Directors to enhance relationships and create greater fundraising and outreach possibilities.
- Devise an organized system for major donor stewardship.
- Create and implement targeted strategies for upgrading mid-level donors to major donors
- Assist the board and other staff with solicitation (e.g. provide portfolio or other donor information, strategic counsel, and assist with donor communications)
- Partner with the development team around soliciting sponsorship of special events
- Acknowledge major donors through public and private recognition
- Track and report progress in Raiser's Edge
- With the Executive Director and Board, build and enhance relationships with major business and foundation donors through one-on-one meetings, proposals, and stewardship
- Prepare and analyze data for annual goals
- Develop annual strategies for prospecting new and stewarding existing donors.

- Conduct trainings to staff, board, committees, or other groups as assigned on fundraising best practices, specifically major and capital solicitations
- Assist with Board recruitment as appropriate
- Ensure compliance with United Way, SECC, or government funding sources
- Maintain an atmosphere of safety and confidentiality.
- Adhere to organizational compliance with all local, state, and federal regulatory agencies.
- Ensure the completion of all required paperwork, records, and documents.
- Ensure compliance with all safety and work rules and regulations.
- Maintain respect and confidentiality of all clients utilizing services.
- Completes other duties as needed and/or requested by the Executive Director to align with mission and vision of the organization.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS:

- Familiarity with the mission of The Women’s Center or similar programs that support victims of domestic or sexual violence.
- Extensive knowledge of fundraising and fund development best practices specifically relating to major, capital, and planned gifts
- An ability to empathize with donors and clearly communicate organization’s mission and needs
- Excellent written communication and public speaking skills
- Proficient with Microsoft Office Suite and Raiser’s Edge database
- Excellent organizational skills and attention to detail
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Ability to work independently and remotely
- Participate as needed in development planning and goal projections

EDUCATION/EXPERIENCE:

- Minimum Bachelor’s degree or 5+ years of successful fundraising leadership, specifically with major, capital, or planned gifts or a combination of all
- Knowledge of donor development databases – Raiser’s Edge a plus
- Demonstrated success with donor cultivation, moves management or other major gift concepts

LANGUAGE SKILLS: Ability to read, write and comprehend English.

REASONING ABILITY: Ability to utilize critical thinking- such as using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

CERTIFICATES, LICENSES, REGISTRATIONS: Requires a valid Wisconsin Driver's license and proof of insurance.

OTHER SKILLS AND ABILITIES:

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

- This is a largely sedentary role; however, some filing is required. This would require the ability to lift to 25 pounds.
- May require some movement up and down stairs.

WORK ENVIRONMENT: The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

The employee frequently performs work- related travel.

- Works predominantly indoors but may need to go between different buildings.

The noise level in the work environment is usually moderate.

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

AAP/EEO: The Women's Center is an equal employment opportunity and affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, status as a qualified individual with a disability, or any other characteristic protected by law.

This Job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Signatures: